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SMU Supplier ID # 21097

2242 Manana Drive, Dallas, Texas 75220
www.a-1freeman.com

[REDACTED]
Email: eandi@a1freeman.com
972-506-1729 E&I direct line

Alternate Contact: Jonathan Hightower
972-556-1777 direct

SMU Supplier ID #7

1405 Crescent Drive, Carrollton, Texas 75006
<http://dallas.armstrongrelocation.com>

[REDACTED]
972-389-5679 direct
800-283-0511 toll free
kwilliams@GoArmstrong.com

Alternate Contact: Michael Gonzales
972-389-5650 direct
MGonzales@GoArmstrong.com

SMU Supplier ID # 722

14850 Grand River Road Fort Worth, Texas 75220
<https://www.bergerallied.com/>

[REDACTED]
MarkM@bergerallied.com
214-802-5207 cell
800-678-3980 toll free

[REDACTED]
rosalynw@bergerallied.com
817-799-3013 direct
800-678-3980 ext. 343013

SMU Supplier ID 106922

450 Airline Drive
Coppell, TX 75019
www.DarylFlood.com

[REDACTED]
Relocation Consultant, Suddath Connect
940-331-6041 direct
Jaclyn.Toney@suddath.com

Alternate Contact:
Tom Stallard
(951) 4272510
Tom.stallard@suddath.com

Kirk Parrish
972-745-9582 direct
kparrish@darylflood.com

Corp. Office Address:
815 South Main St.
Jacksonville, FL 32207

Remit to address:
P O BOX 933225
ATLANTA, GA 311933225

SMU does not have contract agreements with exclusive movers. Employee must negotiate shipping and liability coverage with the non-exclusive moving company. Non-exclusive moving contract agreements are between the employee and moving company. SMU Purchasing cannot intervene on employee's behalf.

The University reimburses for moving expenses up to the agreed upon moving allowance. Submit Reimbursement Requests with an invoice from the moving company. Alternatively, you may choose to receive the moving allowance as a lump sum amount in your first paycheck. SMU reports all relocation expenses as taxable income whether SMU pays on behalf of the employee or reimburses the employee. The paid expenses are subject to appropriate withholding taxes.

1. _____

2. Communicate, schedule, book move, and report damage or loss directly with selected mover
3. After completion of move, sign and submit the Moving Expense Verification and Reimbursement Form to the department contact. Reimbursement approval is in accordance with the move allowance agreement.

1. Provide employee relocation Instruction Packet documents with LOCAL AGENT contact information.
- 2.
3. When using _____

- a) Enter an eProcurement Requisition to the SMU LOCAL AGENT selected whether SMU is paying for ALL or a PORTION of relocation expenses. Purchasing will send the Purchase Order (PO) to the moving company.
 - b) _____:
 - x When SMU pays _____, PO total will be the full estimate amount
 - x When SMU pays a _____ toward the household goods moving expense, PO total will be the moving allowance. The moving company will bill SMU for the PO amount (moving allowance) and bill the employee separately for the remaining actual expense.
- ***NOTE: The moving allowance paid by SMU is taxable income to the employee.

4. _____

5. Notify employee how payment will be handled.
6. Submit _____ Moving Expense Verification and Reimbursement Form to the entire move including all related costs subject to the overall move allowance. whether expenses are paid directly to a moving company or paid directly to the employee.
7. Attach original receipts for all expenses. Attach _____ form to both
The SMU exclusive mover invoice for payments made by Accounts Payable, and
The payroll Extra Compensation form in Manager Self Service of my.smu for any applicable amounts