Moving Expenses
If UTD has agreed to cover moving expenses as part of your employment offer, you will need to use a UTD contracted vendor. Once you receive your offer letter, contact one of the moving companies listed below:

Daryl Flood Relocation.
Phone: 844.365.6787
Email: university@darylflood.com

A-1 Freeman, North American Lines.
Contact: Mark McIntire
Phone: 1.800.994.1773
Email: eandi@a-1freemann.com

United Van Lines.
Phone: 1.800.845.6327
Email: elcoop@unitedvanlines.com

The company will arrange for a representative to meet with you to provide an estimate for the cost of moving your household goods.

Steps to follow:
1. Contact one of the companies above to schedule a free estimate.
2. Contact Dena Davis, dena.davis@utdallas.edu, 972-883-2985, once the estimate is received.
3. Dena will request the purchase order and forward to the moving company.
4. You will need to confirm the packing/move dates with the moving company.
5. Inform Dena of your expected arrival dates at UTD.

Costs which will not be covered by UTD
Payment shall be limited to reasonable expenses for household goods and family personal effects and professional possessions to be used in employment with UT Dallas. Reimbursement or payment is not to include such items as pets, livestock, trailers, building materials, automobiles, maid service, child care, art collections, wine cellars, antique cars, etc.

Any exceptions to these guidelines must be approved in advance by either the Provost or the VP for Administration.

What if the mover’s estimate is more than the allowance which A&H is providing?
If the estimate of moving your household goods is more than the allowance which A&H is providing, you will need to pay the additional amount. If you do not feel this will work, contact Dena Davis. Under some circumstances, she can request approval for you to be reimbursed if you use other means of relocation (i.e. if you decide to move yourself or if you are able to find an alternate solution).

House Hunting Trips
If authorized and if departmental funds are available, a house hunting trip may include the expenses of the employee and spouse. It shall be limited to one trip of three or fewer days. In order to comply with state and UTD travel requirements, airfare and lodging arrangements need to be made through the A&H travel specialist, Lisa Lyles. You may contact Lisa at lisa.lyles@utdallas.edu or 972.883.6780.

**Please note, any travel costs which are to be paid by UTD must have prior authorization and comply with state regulations. Contact Dena Davis if you have any questions.