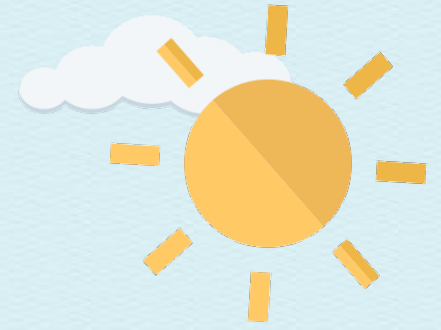
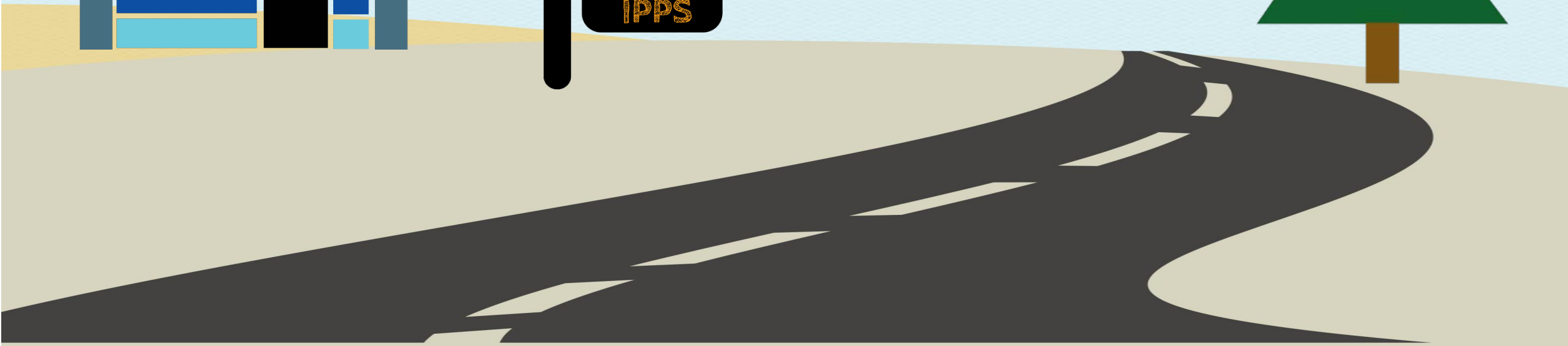


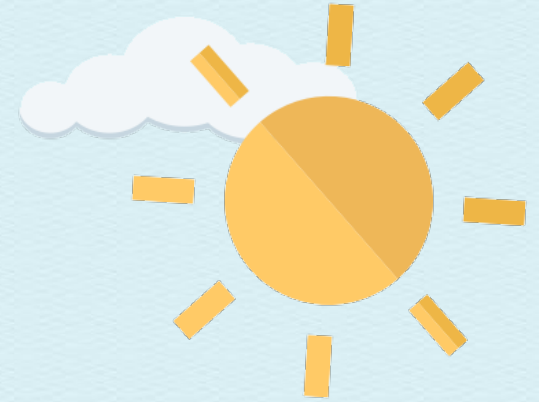


Integrated
Procure-to-Pay
Solutions



CAMP IPPS 2016





CAMP LOGISTICS: BUILDING TRUST

Moving Mountains: How IPPS Moves You

Presented by Armando Escobedo, Chrissy Smith, Alma Mendoza

PC East: Governance Chambers | 1:30-2:15



HOW IPPS MOVES YOU

Moves... what we'll cover

New Employee Moves

- Eligibility/approval process
- Contracted moving suppliers
- MyTravel: Move payments/reimbursements

Inter Campus Moves

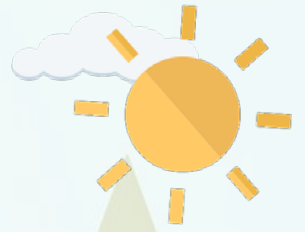
- Services offered
- How to request services



NEW EMPLOYEE MOVES

Overview

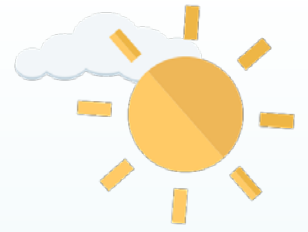
- Overview: Move/Transfer Expense
 - Move/transfer expenses include the reasonable costs of moving a new hire's household goods and personal effects to a new residence. In some instances, lab and office moves are included in the move.
- Highlights
 - Eligibility/ Approvals
 - Contracted Moving Suppliers
 - MyTravel: Move Payments/Reimbursements





NEW EMPLOYEE MOVES

Eligibility and Approvals



- Who is eligible for moving expense reimbursement?
- Who can approve?
 - How to request a standard move approval
 - How to request an exception





NEW EMPLOYEE MOVES

Contracted Moving Suppliers

- **King Relocation Services**
 - (Use for all USA household goods an office relocation move)
- **Alexander's Mobility Services**
 - (Use for International, Midwest and East Coast household goods and lab relocation move)
- **Sullivan Moving and Storage**
 - (Use for International, all USA household goods, office and lab relocation moves)
- **Alex Moving and Storage**
 - (Mostly use for West Coast including Arizona and Texas household goods relocation move)
- **Beverly Hills Transfer and Storage**
 - (Use for all USA household goods relocation move)
- **Suddath Relocation Systems**
 - (Use for all USA household goods and office relocation move)
- **Chipman Relocation & Logistics**
 - (Use for all USA household goods and office relocation move)



NEW EMPLOYEE MOVES

MyTravel: Move Payments/ Reimbursements

Before

- Review policy:
 - Blink Moves/Transfers
- Preauthorizing:
 - Create MyTravel move trip
- Authorize mover:
 - Trip number to moving co.

After

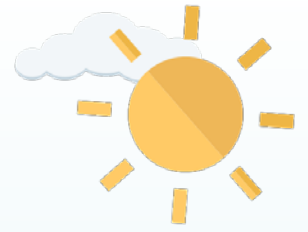
- Reconcile: MyTravel move trip
 - Pay moving company
 - Reimburse employee
- Tax reporting



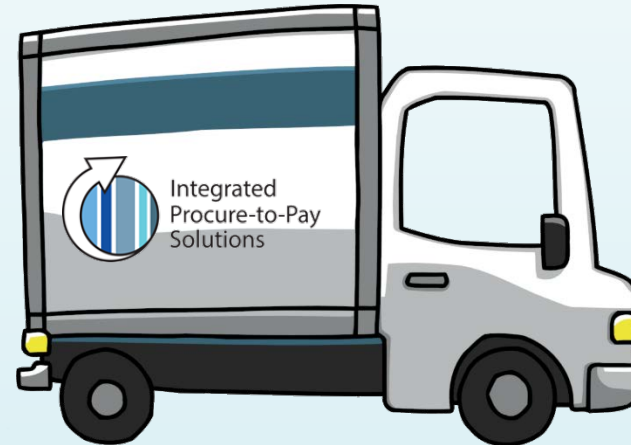


HOW IPPS MOVES YOU

Employee Moves → Inter campus Moves



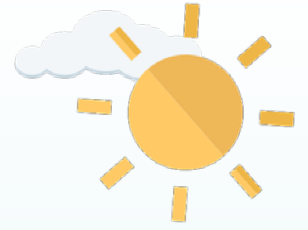
One of these things is not like the other





MOVING SERVICES

Inter-campus Moves



Mission Statement

To provide an efficient, expedient and professional relocation service of office furniture and laboratory equipment for staff and faculty of UC San Diego as well as the UC San Diego Medical System





MOVING SERVICES

Capabilities

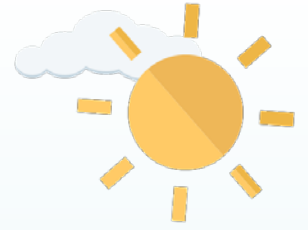
- As many as 10+ men operation on large jobs
- Types of relocations:
 - Small - 1 to 5 offices, laboratories
 - Medium – 6 to 9 offices, laboratories
 - Large – 10 plus offices, laboratories
- Will pack office and equipment upon request

Note: Laboratory relocations – Lab equipment must be cleaned and green tagged through EH&S prior to Moving Services handling of equipment. (858 534-6138)



MOVING SERVICES

Inter-campus Moving Services Charges



- One hour minimum
- Hourly fee: \$60.00 a man hour, per person from 7:30 a.m. – 4:00 p.m.
- Overtime: \$66.00 per hour, per person after 4:00 p.m. and on weekends



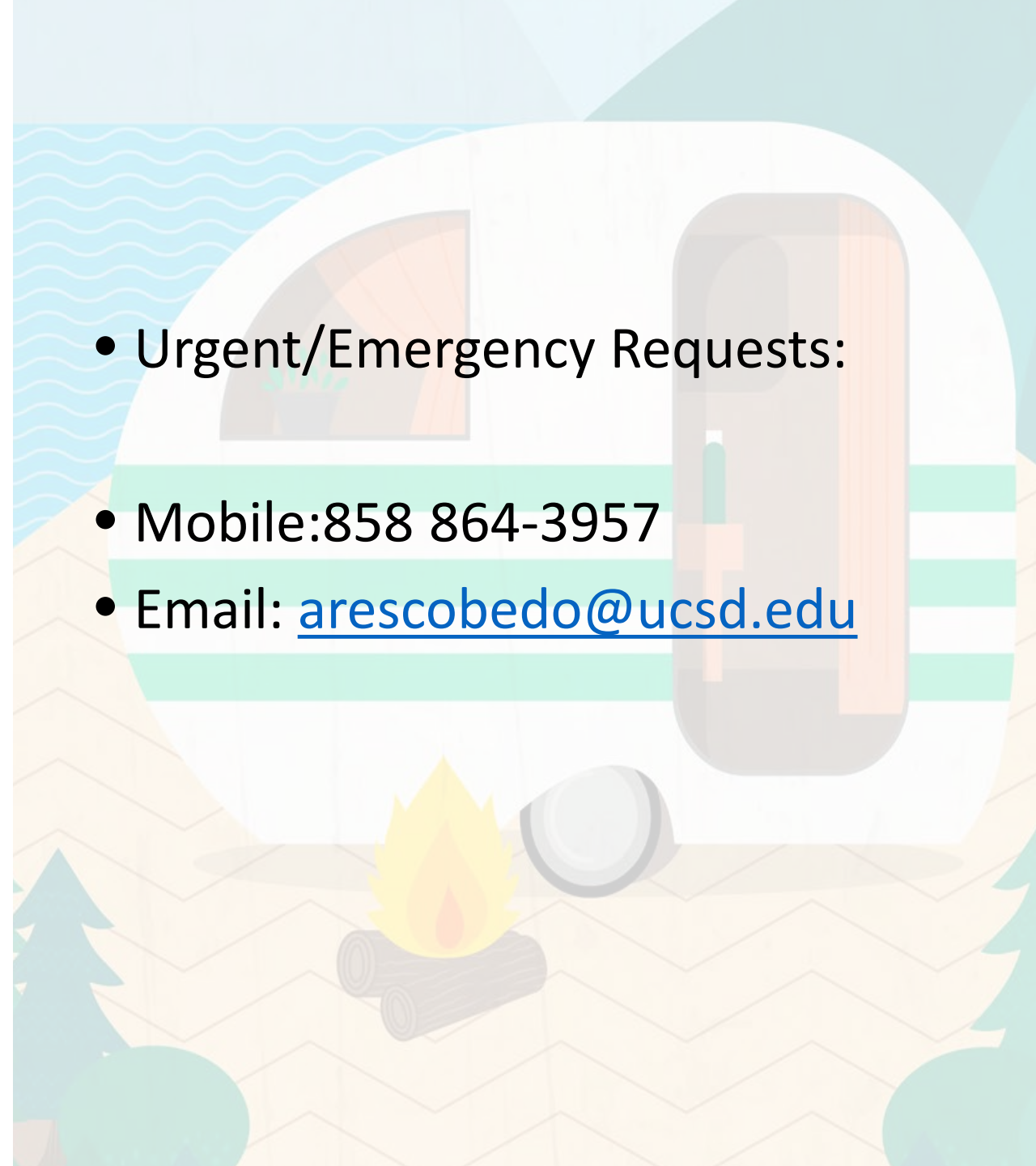


MOVING SERVICES

Inter-campus Moves Request

- Requesting Moving Services
- Obtain form through Blink
- Submit a Moving Service Form through [BFSupport](#)

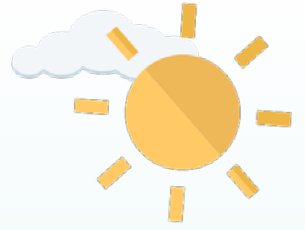
- Urgent/Emergency Requests:
 - Mobile: 858 864-3957
 - Email: arescobedo@ucsd.edu





MOVING SERVICES

Inter-campus Moves



- What to expect
- Customer will be contacted within 24 to 48 hours from the time the Moving Service Coordinator receives the request
- Date and time the service will be performed
 - * Spring break and summer – Lead time 5 to 7 working days
 - * Rest of the year – Lead time 3 to 5 working days





CONTACTS

Employee & Campus Moves



**New Employee Moves/
Transfers**

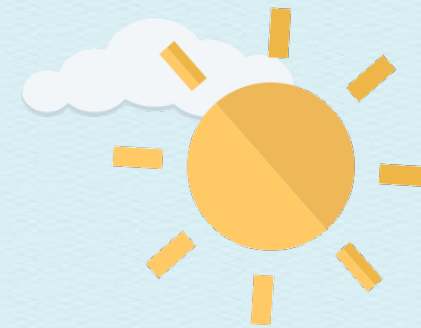
Chrissy Smith

**Contracted Moving
Suppliers**

Alma Mendoza

Campus Moves

Armando Escobedo



Don't forget to stop
by and visit us in the

Price Center East Ballroom

