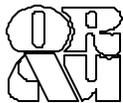


TRAVEL MANUAL

August 9, 2001

ATTACHMENT F

THIS FORM IS BEING
REVISED



**OAK RIDGE
ASSOCIATED
UNIVERSITIES**

**Facilities and Transportation Department
Transportation and Services Section**

Standard Inbound Moving Assistance Policy

Oak Ridge Associated Universities will arrange and pay for the inbound moving expenses of an authorized employee and/or a participant in a research program who accepts an appointment with ORAU and resides 60 or more miles from Oak Ridge or his/her appointed host laboratory on the following basis:

I. COMMERCIAL CARRIER

ORAU will authorize a carrier to contact you to complete arrangements for the move. ORAU will only utilize carriers who provide government rates pursuant to the General Services Administration (GSA) Centralized Household Goods Traffic Management Program. If the preferred carrier is not available, the Facilities and Transportation Department/Transportation and Services Section (FTD/TSS) will work with you in selecting a carrier. ORAU will pay the carrier the actual cost of moving and identifiable expenses connected with (1) packing, (2) moving, (3) unpacking, and (4) temporary storage (up to 30 days with prior ORAU approval). ORAU will bill you for any nonallowable charges.

The following information is provided to help you plan a more orderly move of your household goods via commercial carrier to your new official location. It will provide some familiarity with the regulations covering common carriers of household goods. You should receive two booklets from your carrier, Your Rights and Responsibilities When You Move and Household Goods Dispute Settlement Program. The carrier is required to furnish these publications to you. If you have any questions concerning your move or feel that the carrier is not performing the work properly, please contact Patricia Veler, Relocation Coordinator, at (423)576-2641. It is difficult to correct a carrier's improper action after the move is completed.

When the mover contacts you, arrange a definite time for someone to pack and load your household goods and an approximate time to deliver them at your new location. Provide carrier and FTD/TSS with your new location phone numbers (work and residence at this time). The carrier has been instructed to contact you if the schedule cannot be maintained. Be sure you have the complete name of your carrier as well as the local and home office addresses and telephone numbers.

Live plants, chemicals and perishable or frozen foods cannot be included in the move. Small valuable articles such as coin or stamp collections or small irreplaceable items should not be shipped with your household goods. The risk of smaller items being lost is greater than for large items. If an item of extraordinary value is lost or damaged, the full value will not be recovered in most cases.

Goods that are "customer packed" are not covered by insurance if damaged. "Customer packed" also refers to new articles in store-packed cartons. Since moving expenses cover packing, it is advisable that your entire shipment be packed by the carrier. The carrier will provide packing materials, cartons, and wardrobes.

PAYMENT TO CARRIER

The carrier will invoice ORAU for authorized services. A copy of the invoice will be forwarded to you for your information. The carrier may require payment at time of delivery for the cost of certain items shipped with your household goods. Such items include, but are not limited to, automobiles, trucks, vans, boats, airplanes, mobile homes, camper trailers, farming vehicles, live animals, building materials, and property for resale or commercial use. Items of this nature are not allowable expenses. If this is a probability with your move, please discuss the exact cost, time, and method of payment in advance with the carrier.

EXPEDITED SERVICE

At your request, FTD/TSS will authorize the carrier to provide expedited service, giving you a definite date on or before which your shipment will be delivered. Transportation charges for expedited service are based on a minimum weight of 5000 pounds. ORAU will bill you all additional costs for expedited service.

ADDITIONAL LABOR

All additional labor charges must be approved by FTD/TSS on a case-by-case basis prior to your move. Expenses for any additional labor charges not pre-approved will be the responsibility of the participant/employee.

EXTRA STOPS AND ADDITIONAL DISTANCE

ORAU will pay the charges for direct transportation between the old and new locations. Additional mileage to make extra stops and the cost of such extra stops will be billed to you by ORAU.

LIABILITY

ORAU assumes no responsibility for any loss or damage of your household goods. Please discuss this topic thoroughly with the carrier before making the move.

Household goods are insured under the GSA Centralized Household Goods Traffic Management Program for full replacement value up to \$75,000. This includes transportation and storage in transit. If you feel your household goods are valued at more than \$75,000, you will need to negotiate with the moving agent prior to your move for additional insurance coverage. Charges for any additional insurance coverage will be the responsibility of the employee/participant.

Intrastate moves (origin and destination points within the same state) are not eligible to be moved under the GSA rate tender. The carrier's maximum liability for loss or damage is limited to 60 cents per pound per article unless a higher value

is declared. ORAU will pay for the basic coverage of 60 cents per pound and will bill you for any declared value charges in excess of 60 cents per pound.

International moves, as with intrastate moves are also not eligible to be moved under the GSA rate tender. The carrier's maximum liability for loss or damage is limited to \$.30 per pound per article and \$.10 per pound on autos, boats and motorcycles unless a higher value is declared. ORAU will pay for the basic coverage of \$.30 per pound and will bill you for any declared value charges in excess of \$.30 per pound.

ACCEPTANCE OF GOODS

It will be your responsibility to arrange with the carrier for the acceptance of goods upon arrival at destination. In the event of failure on your part to arrange for removal of goods at destination, the shipment will be placed in local commercial storage by ORAU in your name for your account and risk. After the furniture has been placed and the cartons have been unpacked, you will be asked to sign that your goods "have been received in good condition, except as noted below or as noted on inventory." If you can determine that your shipment is in good condition, sign to acknowledge this fact. If some cartons have not been unpacked, indicate this fact on the inventory and that there may be concealed damage. However, the case of proving damage by the carrier will be much more difficult after the carrier leaves your residence.

LOSS OR DAMAGE

You must not, because of loss or damage, refuse to sign the bill of lading, freight bill, or delivery receipt. In the event of loss or damage, the loss or damage should be noted on the carrier's document as well as the consignee's copy. Both you and the carrier's representative must sign the notations. You should retain a copy of all documents noting exceptions. You must file a written claim for loss or damage with the carrier. If the carrier will not voluntarily pay such claim, request assistance of FTD/TSS and furnish a copy of your claim. Most carriers will furnish forms for filing claims.

II. RENTAL MOVES

In lieu of a commercial carrier, rental expenses for U-Haul, or other similar rented equipment will be paid by ORAU if they are reasonable expenses that would be required for you to move your own household goods. Before such move is made, you should get prior approval from ORAU. The allowance for movement of household goods by rented trailer will be 37.5 cents per mile (31 cents for the automobile and 6.5 cents per mile for the trailer). A receipt is required for rental moves. The receipt should be attached to the Travel Expense Statement and returned to the supervisor of the division to which you are assigned. ORAU will not reimburse for the purchase of collision insurance or personal insurance on rental vehicles beyond the standard rental rate.

III. VEHICLES

ORAU does not normally authorize the shipment of vehicles by commercial carrier. If mileage is to be claimed for more than one vehicle, prior authorization is required. Mileage for no more than two vehicles will be authorized.

NOTE: *ORAU requests that you inform us of any claims for loss or damage, careless handling of goods, or unprofessional procedures associated with your household move. Our objective is to select established, reputable carriers who are able to provide quality service. Your information to us about problems you may have encountered will aid us in future selections of carriers.*

New hires, transferred employees, and post graduate research participants who resign for reasons within his/her control within 12 months of hire or transfer date will be required to refund to ORAU all relocation, moving, and travel costs that were reimbursed.