POTOMAC CONFERENCE CORPORATION
Human Resources
606 Greenville Avenue, Staunton, VA 24401
Office (540) 886-0771 | Fax (540) 904-0722
http://www.pcsda.org

MOVING OPTIONS

As an employee of the Potomac Conference you have several options available to ensure your move is handled in the manner you feel best accommodates your needs. Your requested Moving Option must be submitted in **written communication** to the Human Resources Department. You may reply to the email in which this document was sent or you may email fredw@pcsda.org.

Moving Options

1. **Conference Arranged Move**
    a. The Conference will place you in contact with Marcy Dante at APEX Moving & Storage
    b. You are responsible for packing all your belongings
    c. The moving representative will load/unload your belongings on the moving truck

2. **Moving Settlement**
    a. The Conference will place you in contact with Marcy Dante at APEX Moving & Storage to perform a *verbal* estimate of your belongings to transport
    b. The Conference will receive the quote of the estimated cost for your move and pay seventy-five percent (75%) of the quote to you as a moving settlement
    c. The payment will complete the Conference's moving obligation to you
    d. You are allowed to use the money as you see fit for your move to the area
        i. If your move costs less than the settlement paid, you may keep the remaining money
        ii. If your move costs more than the settlement paid, you must absorb that cost

3. **U-Haul Self-Move**
    a. You desire a self-move via U-Haul and arrange for a truck rental
    b. The Conference will reimburse 100% of the U-Haul rental cost
    c. The Conference will reimburse 100% of the gas expenses for the U-Haul rental
    d. Note: Receipts are required when seeking reimbursement(s)

Questions?

Contact Fred Warfield in Human Resources, at 540-886-0771, ext. 223 or email fredw@pcsda.org