



Policy: The College will provide up to \$6,000 in moving/relocation reimbursement funding for new tenured or tenure-track faculty. Department chairs may, at their discretion, supplement the level of College funding. Requests for College funding beyond the standard amount (for senior faculty or individuals with higher moving costs as outlined below) will be considered on a case by case basis only if presented at the time the offer is being negotiated and typically will be limited to no more than \$2,000.

Procedures: Only the following expenses may be direct billed to the department and/or reimbursed to candidates via a BERF up to the amount committed in the offer letter:

- Airfare, hotel, per diem for candidate post-acceptance trip to campus to consult with colleagues & begin laboratory set-up; (house-hunting only trip expenses for candidate and/or expenses for family members are considered taxable income.)
- One-way airfare for relocation for faculty member and family/members of employee's household who live in both old and new residences;
- P.O. for moving company packing/moving of household/laboratory items;
- Up to 30 days of storage costs for above as part of in-transit move;
- Rental of moving truck & gasoline (**not mileage**) for self-moving;
- Mileage @ prevailing IRS rate (as of Jan. 1, 2011 = 16.5 cents per mile) between prior residence & local residence if driving own car (**gas, oil or other auto maintenance expenses during the trip are NOT reimbursable**);
- Lodging expenses for self/family incurred during drive from prior residence to local residence;
- Legal fees for visa processing.
- Moving allowance through the Payroll Office will no longer be allowed; all reimbursements must be for approved costs as listed above.