



COLLEGE OF ARTS AND SCIENCES – NON – TENURED/TENURE-EARNING FACULTY
MOVING POLICY

UPDATED

8/12/2011

Policy: The College will provide up to \$1,500 in moving reimbursement funding to assist in the relocation of new visiting or non-tenure-track faculty who meet the IRS guidelines.

Procedures:

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

- 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 items;
- Up to 30 days of storage costs for above as part of in-transit move;
- Rental of moving truck & gasoline expenses (**not mileage**) for self-moving;
- If driving own car, mileage @ the prevailing IRS rate (as of Jan. 1, 2011 = 16.5 cents per mile) between prior residence & local residence (**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.