

## **COLLEGE OF BUSINESS**

### **Moving Expense Guidelines**

The College of Business will reimburse faculty for direct moving expenses *up to* the following limits:

- \$3,000 for Assistant Professors
- \$4,500 for Associate Professors
- \$5,500 for Full Professors or Eminent Scholar Chairs

Exceptions to the limits may be made with the Dean's approval.

Department heads are responsible for communicating in writing any offer to pay moving expenses and the applicable limit. These guidelines should accompany the offer letter. The offer letter must be submitted through the Dean's office for approval.

Direct moving expenses include:

- Cost to move household goods
  - Moving company charges or truck rental
  - Packing and moving materials/supplies/labor
- Travel expenses for immediate family
  - Mileage for one vehicle or air fare
  - Hotel (limit of 2 nights)
  - Meals for immediate family (limit of 2 days)
- Expenses for one pre-move ("house-hunting") trip

Total reimbursement will be subject to above limit and, in all cases, receipts must be submitted for reimbursement.