

# Moving Expenses for New Hires Policy

## Policy Statement:

The following applies to newly hired full-time tenured, tenure-track, clinical, and per annum faculty members, administrative officers, administrative directors and others as approved by the President of the University. Any exceptions to this policy will be determined by the President of the University.

Marywood University will reimburse eligible moving expenses for newly hired eligible employees, except per annum faculty members, up to a maximum of \$3,000. Marywood University will reimburse eligible moving expenses for newly hired per annum faculty members up to a maximum of \$1,500. The actual amount allocated will be at the discretion of the appropriate Vice President, Provost or President. Appropriate receipts for expenses must be submitted for reimbursement. Items eligible for reimbursement will include moving household goods and personal effects from the former home to the new home (i.e. moving company expenses, packing, crating, and transporting household goods and personal effects), transportation (but not food) costs for employee and members of the employee's household from the former home to the new home (mileage is allowed at 15 cents per mile), and storage expenses. Your move will qualify for a moving allowance if your Marywood job is at least 50 miles farther from your former home than your old main job location was from your former home. In accordance with IRS tax regulations, the reimbursable expenses will be taxable and reported on the employee's W2.

## Procedures:

Employees shall complete the attached moving expense reimbursement form with all appropriate receipts and send the form with receipts to Human Resources within 90 days of date of hire to obtain reimbursement.

## MOVING EXPENSES FORM

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### Related Policies:

Search Procedures for Faculty Positions  
Background Checks

### History:

03/28/08 - New policy approved by the President of the University as recommended by the Policy Committee of the University  
04/25/12 – Revision approved by the President of the University as recommended by the Policy Committee of the University  
01/31/17 – Revision approved by the President of the University as recommended by the Policy Committee of the University.  
05/11/18 – Revisions made to the Moving Expenses for New Hires Policy due to IRS taxability changes were recommended by the Policy Committee of the University to the President of the University who approved them.

**MARYWOOD UNIVERSITY**  
**POLICIES AND PROCEDURES MANUAL**  
Mary Theresa Gardier Paterson, Esquire  
Secretary of the University and General Counsel

