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## **Moving Expenses Policy**

Moravian College assists newly appointed FT (including 9-10 month positions) faculty and administrative staff with certain expenses related to one move from their current community to the Lehigh Valley. *All reimbursements for moving and relocation costs made to employees are includable in taxable wages, and subject to federal, state, OASDI and Medicare taxes as required by the IRS. Know that these taxable wages will be added to an employee's paycheck following the move and reported on the employee's W-2.* The following information outlines the options available and the procedures for reimbursement:

### **1) Commercial Mover**

The institution agrees to pay a portion of costs relating to a single move for a newly appointed faculty or administrative staff member's household and business related items. The institution will, when a commercial mover is used, pay 60% (capped at \$2,500; for temporary one or two year assignments the reimbursable cap is \$1,250) of the actual expense incurred for the Transportation Charge (which is determined by the base weight-mileage rate also known as Linehaul Charge). This may include seasonal rate differential and other additional typical transportation charges. Items **not** included in covered expenses are valuation (insurance), storage, warehouse handling, special servicing, piano or organ carry, containers, packing or unpacking services. Vehicle transport and family travel expenses are the responsibility of the employee and are not reimbursable by the institution.

If the faculty or administrative staff member elects to acquire the services of a commercial mover, the following steps must be followed:

- A. Obtain estimates from three movers
- B. Forward the estimates to Jon Conrad, in the Office of Human Resources for review.
- C. Estimates will be evaluated by Human Resources and a carrier will be selected by mutual consent of both parties.
- D. It will be the responsibility of the employee to negotiate all of the details of the move which should include a mutually agreed upon pickup and delivery schedule as well as billing arrangements.
- E. The contractual agreement for the move will be between the employee and the shipper. It will be the responsibility of the employee to pay the invoice to the shipper in a timely manner.
- F. Copies of the invoice are to be submitted to the Office of Human Resources for reimbursement according to the terms and conditions listed above payment for covered expenses will be forwarded to the employee by mail.

### **2) Self Move**

Should the new employee choose to move without the assistance of a commercial mover, the institution will reimburse the following costs: truck rental, gas expense for the truck used in the move (not included in the rental charge), tolls for the truck used in the move and reasonable labor charges for loading and unloading (capped at \$2,500; for temporary one or two year assignments the reimbursable cap is \$1,250). Wages are not to exceed the federal minimum hourly rate. Receipts for all

related expenses **must** be submitted to the Office of Human Resources to substantiate the reimbursement request. Payment for covered expenses will be forwarded to the employee by mail.

**3) Expenses not covered**

- a) Costs of personal travel;
- b) Costs to move a boat, automobiles, animals or other non-household items;
- c) Costs of pre-move house hunting trips and temporary housing;
- d) Storage expenses for furniture and other household items
- e) Cost of cleaning a new or former residence

Anyone having questions relating to this information should please contact Jon Conrad, Vice President for Human Resources at (610) 861-1527.

Approved: 3/2016

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