



UNIVERSITY POLICY

Moving Reimbursement Policy

Policy Type:	Institutional Wide
Policy Owner:	The Office of Human Resources
Policy Collaborators:	Academic Affairs Finance & Administration
Origination Date:	April 15, 2019
Effective Date:	July 07, 2023
Next Review and Publication Date:	December 2023

Butler University, founded on ideals of equity and academic excellence, creates and fosters a collaborative, stimulating intellectual learning environment. We are inspired to boldly innovate and broadly educate, enriching communities and preparing all learners to lead meaningful lives.

Butler University is committed to assisting employees who are eligible for relocation expenses. This policy sets forth moving guidelines and procedures.

ENTITIES AFFECTED BY THIS POLICY

New full-time staff (Director level and above), new tenure-line and continuing appointment faculty, non-tenure track full-time faculty holding at least a one-year appointment with the University, and faculty members who assume an administrative position (department chair or associate/assistant dean).

PROCEDURES

- 1) Moving expenses that are reimbursed whether the move is through a carrier or a self-move, are considered as taxable income within the current calendar year that the expense is incurred and subject to IRS guidelines (see below).
- 2) The employee is responsible for obtaining estimates from the carriers recommended below or others. Carriers include moving, storage rental, and portable container companies like U-Haul or PODS. **Please keep in mind that the busiest time for moves is May through September. The movers would appreciate as much advance notice as possible regarding your move.**
- 3) Once estimates have been received from all carriers, Butler encourages the employee to select the carrier with the lowest estimate. If the employee wishes to contract with a carrier whose estimate is higher, please note that the University only reimburses up to \$4,000 for moves through carriers. There are items in the move that are excluded if a carrier is used. Please see “Exclusions” listed below. The employee is responsible for making moving arrangements with the selected carrier.
- 4) Self-Moves – If the employee utilizes personal and/or private means like their own vehicle to move – if an eligible employee prefers to move oneself (without a carrier), Butler University will reimburse up to \$1,000 for this.
- 5) Non-tenure track faculty offered at least a one-year appointment with the University are eligible to receive up to \$500 in eligible moving expenses, regardless of moving distance.
- 6) Faculty members who assume an administrative position (department chair or associate/assistant dean) may be eligible through negotiation, at the discretion of the dean and provost, for additional moving expense reimbursement.
- 7) If the recommended carriers listed below are used, the University is billed directly. Any excluded items or ineligible expenses are then billed to the employee by the University. If a different carrier is used, the employee pays them directly and provides receipts to the University for reimbursement for eligible expenses up to \$4,000.
- 8) It is the responsibility of the employee to work directly with the payroll office on the taxable income and how it is applied.

The recommended carriers and contacts are:

Company	Contact	Phone	Email
Hogan/Mayflower	Frederick “Fritz” Lay	(800) 628-8991	flay@hoganmoving.com
Wheaton/Crown	Michael Knowles	317-379-4588	michael.knowles@wheatonmoving.com

