

THIS POLICY IS NO LONGER VALID DUE TO CHANGES IN FEDERAL TAX LAW.
Please refer to the Rutgers University Policy here: <http://policies.rutgers.edu/PDF/Section60/60.1.6-current.pdf>

SCHOOL OF ARTS AND SCIENCES
SAS Faculty Relocation Policy

Policy and Procedures for:

The processing of SAS new faculty relocation expenses

Policy Issue Date:

November 11, 2013

Policy Statement:

The policy outlines the SAS-specific procedures to be followed when extending offers to prospective faculty who may incur relocation expenses. This policy further refines the University's policy section number 60.1.6 on "Employee Relocation."
<http://policies.rutgers.edu/PDF/Section60/60.1.6-current.pdf>

Responsible Personnel:

SAS Executive Dean's Office

Policy:

The School of Arts and Sciences is committed to supporting newly recruited faculty by assisting them with appropriate and necessary personal and household relocation expenses.

In particular, SAS will directly pay or reimburse the "qualified" (non-taxable) moving expenses of newly hired faculty. Whenever possible, the procedures to have SAS pay the relocation expenses directly should be followed so that the expenses are paid using a Rutgers Purchase Order.

Pursuant to Internal Revenue Service regulations and Rutgers University policy, moving expenses are considered "qualified" only when the employee is required to move to a new job location which is at least 50 miles farther from his or her old home than his or her old job was from his or her old home. In addition, "qualified" moving expenses are limited to the following items:

- a. Reasonable expenses for moving household goods and personal effects from the former residence to the new residence; and
- b. Reasonable expenses for traveling (including lodging, but not meals) from the former residence to the new place of residence. Only one trip made by the employee and members of his or her household is considered "qualified". If travel to the new residence is by car, cost may be figured by either the actual expense for gas and oil as documented by receipts or the allowable standard mileage rate stated in the University Employee Relocation Policy (as of October 2013 this rate is twenty cents per mile) when driving your own vehicle. Parking fees and tolls also qualify.



SAS does not directly pay for or reimburse for the cost of packing, moving supplies (e.g., boxes, bubble wrap), shipping of automobiles, relocation of pets, storage of household goods, temporary housing, or real estate transaction-related costs (e.g., closing costs, realtor fees, banking fees, points).

If a newly hired faculty member would like the approved moving company to provide packing services, ship an automobile, relocate a pet, or other moving-related services not covered by SAS, the faculty member must make separate arrangements with the mover and directly pay the mover for such services.

SAS does not generally provide funding to faculty for house-hunting trips.

Procedures:

Newly hired faculty members with approved qualified moving expenses must obtain at least three estimates from the University's preferred moving companies (see attached list) and choose the lowest estimate. All three estimates should be submitted to the faculty member's future academic department prior to the move. The department will then make arrangements for the University to directly pay the lowest estimate using a purchase order upon submission of the mover's invoice. For international moves, the faculty member should contact the department immediately if the lowest estimate is greater than \$10,000.

In addition to moving costs, SAS will directly pay or reimburse for one-time travel expenses associated with the relocation of the faculty member, and his or her spouse and dependent children, to a maximum of the lowest logical coach class airfare by the most direct route from their place of current residence to the New Jersey vicinity. Travelers are strongly encouraged to use the services of Rutgers' preferred travel agencies and should contact the faculty member's academic department for more information and assistance.

If travel to the new residence is by car, cost may be figured by either the actual expense for gas and oil as documented by original receipts OR the allowable standard mileage rate stated in the University Employee Relocation Policy (as of October 2013 this rate is twenty cents per mile) when driving your own vehicle. A printed set of directions with total one-way mileage (from MapQuest or other online map services) should be included with reimbursement requests to justify distance traveled. Parking fees and tolls also qualify so long as they are documented by original receipts. Necessary and reasonable lodging costs incurred during car travel may also be reimbursed; however, meals are not reimbursable. All receipts, documents, and written details should be submitted to the faculty member's academic department within 60 days of the end of travel.



Rutgers University Approved Movers:

Allied Van Lines

Ms. Jamie Shull

Allied Strategic Account Manager

Allied Van Lines

Main: (260) 429-1130

jamie.shull@alliedvan.com

E&I Contract Number: CNR01410

Armstrong Relocation and Companies #1 Choice - Very Reliable

John D. Silvernail, MS

Vice President of National Accounts

Agent for United Van Lines

1900 N. Indianwood Ave., Ste. B

Broken Arrow, OK 74012

Direct: (585) 749-1643

Main: (918) 665-8305

Toll Free: (800) 677-8305

Fax: (918) 628-1427

E&I Contract Number: CNR01490

United Van Lines

Tanny Rockbrune

Corporate Account Move Coordinator

trockbrune@corriganmoving.com

Corrigan Moving Systems

150 Jarley Road

Rochester, NY 14623

Office: (585) 647-9030

Direct: (585) 295-2219

Fax: (585) 647-3004

E&I Contract Number: CNR01257

Reason for Policy

This policy is in place to ensure that incoming faculty relocation expenses are covered appropriately, to minimize personal tax issues, and to define the correct procedure.

Who Should Read This Policy

- SAS Deans
- SAS Department Chairpersons
- SAS Newly Hired Faculty
- SAS Business and Human Resources Staff

Related Documents

Rutgers University policy section number 60.1.6 on “Employee Relocation”
<http://policies.rutgers.edu/PDF/Section60/60.1.6-current.pdf>

Contacts

For general questions, please contact your Department Administrator or your SAS Administrative Service Center.

Service Center Phone Numbers:
College Avenue – 848-932-5463
Douglass – 848-932-6428
Livingston/Busch – 848-932-6430