Moving Language

Full, Endowed and *Non-domestic

The University will pay all reasonable moving/relocation expenses as defined by Notre Dame Policies. Taxable moving expenses include all items found here. For your convenience, you may arrange to have one of the preferred moving vendors directly bill the University for payment. Otherwise, reasonable expenses will be reimbursed upon submission of receipts and filing of an expense report. The University has three preferred moving vendors: Wiltfong/United Van Lines, Wheaton/Crown Moving & Storage, and Stevens Worldwide Van Lines. The use of one of our preferred vendors is optional but offered as a convenience. If you have any questions, please contact T.D. Ball (ball.24@nd.edu), Staff Accountant or Michelle LaCourt (mlacourt@nd.edu), Sr. Director of Finance and Administration and they will be happy to address any questions associated with your move. Please note: All moving and relocation expense reimbursements, whether paid directly to an individual employee or paid indirectly on the employee's behalf to a third-party vendor, will be considered taxable income to the employee and will be reported as income.

*Non-domestic moves include all regular ranks: assistant, associate, full and endowed (T&TT, SPF, & Research).

Assistant and Associate

Effective 01/01/2018, new assistant or associate faculty (T&TT, SPF & Research) will receive up to 1/9th of their initial annual salary with a maximum of no more than $12,000.

When their 1/9th is under $12,000 the language should read as follows:

- The University will pay up to 1/9th of your initial salary for reasonable moving/relocation expenses as defined by Notre Dame Policies. Taxable moving expenses include all items found here. The University has three preferred moving vendors: Wiltfong/United Van Lines, Wheaton/Crown Moving & Storage, and Stevens Worldwide Van Lines. The use of one of our preferred vendors is optional but offered as a convenience. You will be reimbursed upon submission of receipts and filing of an expense report. If you have any questions, please contact T.D. Ball (ball.24@nd.edu), Staff Accountant or Michelle LaCourt (mlacourt@nd.edu), Sr. Director of Finance and Administration and they will be happy to address any questions associated with your move. Please note: All moving and relocation expense reimbursements, whether paid directly to an individual employee or paid indirectly on the employee's behalf to a third-party vendor, will be considered taxable income to the employee and will be reported as income.

If their 1/9th exceeds $12,000 the language should read as follows:

- The University will pay up to $12,000 for reasonable moving/relocation expenses as defined by Notre Dame policy. Taxable moving expenses include all items found here. The University has three preferred moving vendors: Wiltfong/United Van Lines, Wheaton/Crown Moving & Storage, and Stevens Worldwide Van Lines. The use of one of our preferred vendors is optional but offered as a convenience. You will be reimbursed upon submission of receipts

and filing of an expense report. If you have any questions, please contact T.D. Ball (ball.24@nd.edu), Staff Accountant or Michelle LaCourt (mlacourt@nd.edu), Sr. Director of Finance and Administration and they will be happy to address any questions associated with your move. Please note: All moving and relocation expense reimbursements, whether paid directly to an individual employee or paid indirectly on the employee's behalf to a third-party vendor, will be considered taxable income to the employee and will be reported as income.