

MOVING LANGUAGE

When you cut and paste this language into the offer letter, please make certain it is Garamond Font, 12.

The University will pay all reasonable moving expenses as defined by IRS regulations (see IRS Publication 521 found on www.irs.gov for related information). For your convenience, you may arrange to have one of the preferred moving vendors directly bill the University for payment. Otherwise, all reasonable moving expenses will be reimbursed upon submission of receipts and filing of an expense report. The University has three preferred moving vendors. They are: Wiltfong Moving & Storage, Inc., Crown Moving & Storage and Michiana North American. The use of one of our preferred vendors is optional but offered as a convenience to you. If you have any questions, please contact Rob Becht, Senior Director of Finance and Administration (Becht.1@nd.edu) or T.D. Ball, Staff Accountant (ball.24@nd.edu). They will be happy to address any questions associated with your move.