



## Title of Policy: Moving Reimbursement Policy

**Number:** 009  
**Organizational Part:** Seven – Human Resources  
**Chapter:** One – University Policies  
**Policy Type:** University Wide  
**Responsible Office:** Human Resources  
**Effective Date:** April 15, 2019  
**Revision Date:** April 15, 2019

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### POLICY STATEMENT

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Butler University is committed to assisting employees (faculty or staff) who are eligible for relocation expenses.

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### REASON FOR POLICY

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To clarify communication of moving guidelines and procedures for eligible faculty and staff members.

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### ENTITIES AFFECTED BY THIS POLICY

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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).

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### POLICY APPROVAL

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Subject to approval by University Administration

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### CONTACTS

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Office of Human Resources  
Phone: 317-940-9355  
Email: [askhr@butler.edu](mailto:askhr@butler.edu)

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### PROCEDURES

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- 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 movers 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 themselves (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, they bill the University directly. Any excluded items or eligible 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:

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Company	Contact	Phone	Email
Hogan Mayflower	<b>Fredrick "Fritz" Lay</b>	(800) 628-8991	<a href="mailto:flay@hoganmoving.com">flay@hoganmoving.com</a>
	<b>Liz Larondie</b>	(317) 429-2718	<a href="mailto:elarondie@hoganmoving.com">elarondie@hoganmoving.com</a>
Wheaton/Crown	<b>Phil Beanblossom</b>	(800) 248-7960	<a href="mailto:hil.beanblossom@crownwheaton.com">hil.beanblossom@crownwheaton.com</a>

7) Per IRS guidelines, effective January 1, 2018, reimbursable moving expenses became taxable fringe benefits to an employee (whether paid directly to an employee or paid directly to a moving company).

- a) If the employee elects to utilize one of the two moving companies named above, Butler will pay the moving company directly for the university approved amount. However, the amount that Butler pays the moving company is taxable income to the employee. Butler will deduct appropriate taxes from the employee’s first three monthly paychecks (first six paychecks if paid bi-weekly) to cover the *employee’s tax liability on the moving expense*.
- b) If the employee elects to use any other approach to move to Indianapolis, the employee will incur all expenses associated with the move and submit receipts for reimbursement.

The employee will receive a reimbursement check. The reimbursement amount is taxable income to the employee. However, Butler will deduct appropriate taxes from the employee's first three monthly paychecks (first six paychecks if paid biweekly) to cover the employee's tax liability on the moving expense, therefore, no taxes will be taken directly from the reimbursement check.

## **MOVING GUIDELINES AND PROCEDURES**

### **Exclusions if a carrier is used**

*These are items that Butler does not cover as part of moving expenses if a carrier is used. The customer can work with the moving company to pay for these items directly.*

Items not covered by Butler:

- Packing services and/or materials
- Insurance coverage\*
- Items requiring special handling, such as antiques or pianos
- Unusually heavy equipment
- Personal relocation expenses, such as airline tickets, lodging, use of personal auto and food expenses incurred in the moving process
- Other expenses not normally considered household effects
- Storage of furniture and personal belongings\*\*

\* The recommended movers listed above do provide a set amount of insurance coverage free of charge to the customer (please check with mover for amount). *Anything over the quoted amount is charged to the customer.* This insurance coverage **does not apply to moves within the state of Indiana** (also known as an in-state move). *The customer must purchase the insurance coverage for in-state moves.*

\*\* The recommended carriers listed above may provide a discount for these expenses, should the employee wish to pay for them directly.

### **Additional Charges by carriers**

The following items will incur an additional charge to the customer. The moving company contracts these services to a third-party vendor:

- Disconnecting and reconnecting washers and dryers
- Removal of wall-mount flat screen TV
- Remount of wall-mount flat screen TV
- Carton for flat screen TV
- Items requiring special handling, such as antiques or pianos
- Unusually heavy equipment

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**FORMS/RESOURCES**

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Faculty – please reference the Faculty Handbook- Chapter 20-Section 20.30.10F for the specific details related to new faculty: <https://www.butler.edu/faculty-senate/constitution-bylaws-handbook>

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**APPENDICES**

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N/A

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**HISTORY/REVISION DATES**

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Issue Date: December 14, 2017

Amended Date: April 15, 2019