

UNIVERSITY OF DAYTON

EMPLOYEE RELOCATION POLICY

I. PURPOSE, DEFINITIONS, PROCEDURES

The University seeks to assist new employees whose employment requires relocation to the Dayton area. For this reason the following policy has been established:

1. The University provides a moving allowance for full time faculty and staff who, in order to accept employment at the University, must change their permanent residence from outside the metropolitan area of Dayton beyond commuting distance to this locale. The allowance is provided in order to cover a portion or all of the cost to move the household goods, one (1) “house-hunting” trip and the cost of final transportation to Dayton.
2. The allowance provides for payment by the University of all allowable moving expenses, one house hunting trip and final transportation. This amount is reviewed for adjustment on an annual basis by the Director of Purchases.
3. Amounts paid by the University will be included on the employees’ W-2 report submitted to the IRS at the end of the year.
4. Moving Procedures:
 - A. Purchasing needs to be notified of an impending move by the Department Chair or Divisional Director by providing the individual’s name, current address, and phone number as soon as the employee accepts the position. The Purchasing Department will contact the new employee, explain our policies, and then request local moving companies to contact the new employee to set up appointments to examine the household goods and to provide a written estimate.

In some cases individuals who live in close proximity or have a limited number of items to move may be interested in considering a self-move. The Director of Purchasing or delegate will work with the new employee to suggest methods and safeguards in the procedure.
 - B. The employee who is moving should be certain that the mover inspects all items that are to be moved (including those in closets, drawers, basement, attic, garage, etc.). Once the University is given an estimate avoid adding or withdrawing any items. Be sure any heavy items such as books are included in the estimate.

- C. The mover's estimate should include the following items and details:
1. Total charge for hauling to destination, including the number of miles estimated weight and tariff rate per 100 lbs.
 2. a. Cost of packing, cost of containers, (itemize number of barrels, boxes, cartons, etc.).

b. Cost to unpack all items.

c. Total packing and unpacking charge.
 3. Insurance charge (declared value, rate and type of coverage).
 4. Normal appliance service (at both departure and destination).
 5. Loading and unloading charges, if any.
 6. Total cost for move:
 - a. Estimated Costs
 - b. Fixed Costs
 - c. Applicable Discounts
- NOTE: Only Item 1 should be an estimated cost since the tariff rates are applied to the actual scale net weight of the goods. An accurate estimate can be made, if all goods are made available for examination under items 2, 3, 4, and 5. The University will pay other amounts listed only if they do not unreasonably exceed the actual amount quoted.
- D. Written quotations obtained as above should be forwarded to Director of Purchases or delegate, University of Dayton, 300 College Park, Dayton, OH 45469-1664.
- E. The Director of Purchases or delegate is responsible to select an appropriate mover. The University policy is to obtain at least three (3) quotations for moves being made at University expense. A University Purchase Order covering the services desired will be issued to an agent of the moving company in Dayton. The local agent will contact the mover in the employee's current city of residence, who will contact the prospective employee.
- F. Any damage incurred during the move should be reported immediately to the mover. It is the responsibility of the employee to file any claims and to follow them through. If Purchasing is notified that a claim has been file, it might be possible to withhold payments of the mover's invoice until such claims are resolved.

- G. The University will not pay or share the cost to move certain items including, but not limited to: boats, automobiles, swimming pools, animals, trailer, firewood, lumber, bricks, play houses, plants, paints, auto parts; nor the labor for removing or cleaning curtains, carpet, or for the disassembly or packing of complex items such as pool tables, play equipment or antennas or piano surcharges. If such items are involved in a move please notify the Director of Purchases or delegate, who will have the items separately quoted.
- H. If any unusual circumstances occur or questions arise that are not covered herein, please contact the Director of Purchases or delegate, who will obtain the necessary information or policy decision. Office Phone – 937-229-2641.
- I. Employees will be reimbursed accordingly for expenses incurred during their relocation to Dayton by completing and submitting the [Moving Expense Form](#) along with the proper receipts. Receipts are required for any item over \$15.

5. House Hunting:

For new employees who are house hunting, the reimbursement policy covers costs of travel to Dayton, food and lodging, while on a trip for the purposes of locating a new residence. Receipts are required for any item over \$15.

6. Final Transportation:

This policy also provides for reimbursement for the actual cost of transportation to the new residence. Such costs include transportation, food, and lodging, if necessary during the trip involved in the actual move. The University does not reimburse for personal items or extra trips during the move.

The University will reimburse for mileage incurred during a house-hunting trip or final destination to the Dayton area at the established rate by the IRS (\$0.19 cents per mile).