Relocation and Moving Expenses

Policy

Davidson College recognizes that new employees selected as a result of a national or regional search should be granted some reimbursement of normal moving expenses.

Eligibility

- New employees must move at least 50 miles to be eligible for this benefit.
- Moving expenses must be incurred within one year of the date of employment.
- The moving expense payment/reimbursement category of the new employee will be indicated in the offer letter.
- This policy covers expenses incurred to move belongings within the continental United States. The new employee is responsible for any costs associated with the transport of personal belongings from another country or US territory to the continental United States.
- The President must approve exceptions to this policy.

Policy Details

Payment/Reimbursement Categories

- **80% Payment of Normal Moving Expenses** - Moving expenses for new tenure-track faculty will be paid at 80%. Moving expenses for new staff selected for positions classified at or above Grade 9 will be paid at 80%.
- **$2500 Lump Sum Reimbursement for Visiting Faculty** - New, full-time, visiting faculty members will be paid the lesser of $2500 or 80% of actual moving expenses.
- **$1000 Lump Sum Reimbursement** - New salaried employees selected for positions classified as Grade 5, 6, 7, or 8 will be paid the lesser of: $1000 or 80% of actual moving expenses.

Moving Provisions and Exclusions

In general, the College will only pay for the movement of belongings from one location. Additional expenses charged for moving large or unusual items (such as, pianos, automobiles, boats, extraordinary cost to move works of art, etc.) will not be considered a reimbursable expense. Questions regarding eligibility or reimbursement procedures should be directed to the Human Resources office at 704-894-2213.

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PLEASE NOTE:

"As you know Davidson College will be providing you with support to help you move to the Davidson area. As stated in our policy we deal frequently with United/Armstrong Movers who will bill the College directly for their services. We will then collect your share of the moving expenses from you, once you have arrived in Davidson. Please note that you may use another moving company; however, in this case, you must pay the moving expenses yourself and then, upon submission of a receipt, receive reimbursement for the College's share of the moving expense. Alternatively, you may move yourself and maintain all receipts for reimbursement.

In cases where you do use a moving company, we require you to get a written estimate from that corporation, United/Armstrong or other, and to submit this estimate in advance to the College, c/o Mgr. of College Housing & Relocation. Please note that the College cannot stand behind any moving expense estimate provided by any moving company. Please try to work carefully with the company to ensure the most accurate estimate."

IMPORTANT NOTE: You are responsible for being at destination point to accept delivery of your household items. This includes being at the location in time to open the unit, check off items on the delivery sheet as they are removed from the truck and sign required paperwork for the driver. Employees of the housing department are not allowed to accept delivery and should not have to make last minute arrangements on your behalf. If you are unable to be here, please make arrangements with someone in your department to handle these matters for you.