

## **PEPPERDINE UNIVERSITY RELOCATION POLICY FOR NEW FACULTY**

Pepperdine University will reimburse reasonable relocation expenses for new faculty, as agreed to in writing and subject to individual letters of offer, within the following guidelines:

1. The University will reimburse faculty for the moving of normal household goods (including washer, dryer, refrigerator, freezer, garden and garage equipment), but will not reimburse for the moving of automobiles, riding tractors, travel trailers, motorhomes, ATV's, boats, or animals.
2. The University will reimburse costs for the packing of breakables, such as dishes, glassware, and lamps. It is expected that the employee will pack and unpack clothes, kitchenware, and nonbreakable items. Any rare or exceptionally valuable items requiring special handling or packing and not otherwise categorized as "normal household goods" will be the faculty member's responsibility unless previously arranged with the appropriate dean or chairperson.
3. The University will cover insurance (for full replacement value based on weight) on normal household goods while in transit.
4. Mileage will be reimbursed for one automobile at \$0.405 per mile for travel to Los Angeles using the most direct route.
5. Transit expenses to supplement cross-country travel for the immediate family will be paid at the rate of \$100.00 per each 400 miles using the most direct route.
6. Storage of household goods upon arrival will be at the employee's expense.
7. Some or all of the benefits provided under this policy may be subject to taxation. Individual faculty are encouraged to consult with a financial advisor or other professional to determine tax liability for relocation benefits.

Relocation of newly hired faculty is initiated by the individual school and coordinated through the Purchasing Department. As with other University purchases, a requisition for goods and services must be submitted with all relevant information to initiate the relocation. The dean may wish to include a predetermined spending amount or other stipulations as a part of the move request. Purchasing will contact the moving company (Pepperdine currently has agreements with Alexander's Mobility Services, an affiliate of Atlas Van Lines; and King Relocation Services, a United Van Lines affiliate) and schedule an estimate and walk-through with the new faculty member.

Any variation or exception to the relocation policy will require the approval of the appropriate dean and the provost.