

## **RELOCATION POLICY FOR NEW FACULTY**

The University will reimburse reasonable relocation expenses for new faculty as agreed to in writing within the following guidelines:

1. The University will reimburse faculty for the moving of normal household goods from one primary location (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, motorcycles, jet skis, snowmobiles, collectible collections 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 the standard rate approved by the IRS per mile for travel to Los Angeles using the most direct route. Pepperdine will pay the mileage rate, and will not reimburse for gas or car repairs while in transit.
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. All of the benefits provided under this policy are subject to taxation. Individual faculty are encouraged to consult with a financial advisor or other professional to determine tax liability for relocation benefits.

Pepperdine has agreements with affiliates of Atlas Van Lines and United Van Lines for all moving arrangements. Should the employee wish, the University will make the necessary moving arrangements through the affiliate company (Alexander's Mobility Services for Atlas; S&M Moving Systems for United).

If Atlas or United are not used, three estimates from moving companies must be presented to the chairperson or dean for approval before agreement is reached with any moving company.

Out-of-pocket reimbursements must be substantiated within sixty (60) days after incurring the expense. Out-of-pocket reimbursements will not be made after one hundred twenty (120) days of the expenditure.

Any variation or exception to the relocation policy will require the approval of the appropriate Dean and the Provost.