



Moving Expense Payment for New Academic Faculty

Type of Policy: Administrative

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Policy Statement:

The Office of the Provost will support the actual costs for moving household goods of new tenured/tenure track faculty members. For other faculty and administrative hires, units may provide relocation through the unit's state and GTF funds. Research faculty and lab moves will be covered through GTRC funds. The overall Georgia Institute of Technology relocation policy can be found [here](#).

The New Academic Faculty Relocation Program for new tenured and tenure-track faculty members, described below, is administered by the Office of Faculty Affairs.

Disclaimer

Georgia Tech has the sole right to revise, amend, or discontinue this program at any time.

Procedures:

Time Limit

Because home relocations do not always follow a prescribed timeline, eligible faculty members can choose to initiate their relocation, as described here, at any time within one year of their appointment effective date. The New Academic Faculty Relocation Program is limited to one move per faculty member.

Relocation Initiation

New faculty members should contact their department administrator to begin the process once an official offer has been accepted. The responsible department administrator is asked to send the following information to the Faculty Affairs Manager:

- Faculty member's name
- Current (pre-hire) contact phone number and email address
- Current address

- Anticipated move date

Faculty Affairs will then authorize the move with the moving company. The moving carrier's customer service representative will contact the new faculty member to work out specific arrangements.

Georgia Tech has negotiated contract rates with several respected carriers in the moving industry. If new/prospective employees initiate their own move with a non-GT contract carrier, *their costs may be only partially covered by GT.*

Moving and Packing Allowances

The following costs are authorized:

- *Household Goods and Books (HHG)*: The actual costs of packing and moving of HHG.
- *Unpacking*: Unpacking is limited to the placement of furniture and appliances, setting up beds and mattresses, and placing boxes in appropriate rooms.
- *Motorcycle*: one motorcycle per faculty member
- *Minimal items*: Anything outside the scope of a normal move that can be moved with minimal cost.
- *Office Moves*: Contents of the faculty member's former office can be included if:
 - they are shipped with the HHG (i.e. loaded during the carrier-set HHG load time and invoiced to GT with the HHG)
 - they are already packed and ready to load when the movers – making an extra stop – arrive at the office. The packing of offices is not authorized without exception.

The following costs are not authorized:

- *Automobiles, boats, and/or pets shipment*
- *Firewood, outbuildings, chain link or other fencing, and building materials* (wood, bricks, cinder blocks).
- *Heavy equipment*
- *Hazardous materials*
- *Non-minimal costs beyond standard move*. This includes anything outside the scope of a normal move that cannot be moved at a minimal cost. In this event the charges will be the responsibility of the faculty member. Special circumstances will be taken into consideration, but consideration does not constitute approval.

Please contact your department administrator or Faculty Affairs with any questions.

Self Move

If a faculty member prefers to move their own belongings to Atlanta, they can be reimbursed for the following costs:

- cost for the truck rental (maximum of one truck),
- cost for necessary packing supplies,
- gas receipts, and
- personal travel expense for lodging (defined below).

Storage

Georgia Tech will pay for up to 30 days of storage through the contracted carrier servicing the move. Delivery out of storage must be taken within the 30 days for Georgia Tech to pay for drayage (delivery costs out of storage).

Origination storage (storage that is initiated by the employee with a vendor not currently contracted by GT) will not be reimbursed.

Travel to Atlanta

VIA CAR

Mileage-based reimbursement. Georgia Tech will reimburse the new faculty member for driving his/her vehicle from the prior residence to the new residence in Atlanta according to the reimbursable mileage rate, set by the IRS in publication 521. Mileage will usually be based upon the standard road distance from the point of departure to Atlanta, GA as stated by the moving agent. If more than one car is owned and driven to Atlanta, Georgia Tech will reimburse for a maximum of two vehicles.

Gas. Gas costs are included in this reimbursement rate and will not be reimbursed.

Personal Travel Expense. A standard, mileage-based reimbursement will be given for personal travel-related expenses (hotels, etc.) documented with original receipts. Please note that food costs will not be reimbursed. Even if two cars are driven, personal expenses will only be paid for one of the vehicles.

VIA PLANE

Airfare. Reimbursement for one-way airfare for the faculty member and/or his/her immediate family, in lieu of car transportation allowance and personal travel expense, is authorized. If it is proven that a round-trip flight is cheaper at the time of purchase, reimbursement can be given in that instance.

Transportation to and from the airport. Use of public transportation (shuttle, taxi, bus, etc.) may be reimbursed when actually incurred in connection with common carrier transportation to and from residence and airport.

Reimbursement

The following should be submitted to your department administrator for reimbursement:

- Air travel: a detailed receipt that lists passenger and flight information and any applicable public transportation receipts
- Road travel: a list of passengers, a printed map of the route from your previous residence to your new address (Mapquest, GoogleMaps, etc.), and any related lodging receipts.

What is reimbursable under this policy?

- Mileage amount based on the IRS set relocation rate for the current year
- Toll receipts
- Lodging: Not to exceed mileage based amount
- One way airfare to Atlanta (see paragraph above regarding what round-trip tickets are acceptable for reimbursement)
- Public transportation to and from the airport, when air travel is the primary means of travel to Atlanta

What is NOT reimbursable under this policy?

- Food: Food is not considered a relocation expense by the IRS and would be taxable as income to the employee.
- Gas receipts: Gas expenses are included in mileage reimbursement calculation.
- Rental cars

- Storage receipts that have not been approved prior to the relocation.
- Mileage for a non-direct route driven to Atlanta: The faculty member will be reimbursed based upon the most direct driving route from their origination address to Atlanta.
- Temporary housing: Any hotel and/or temporary housing rental after the faculty member's arrival in Atlanta.
- Home sale/purchase costs: Any costs associated with the purchase or sale of a home in connection with the faculty member's relocation to Atlanta.

Family

Family members eligible for assistance under this policy include the employee, the employee's spouse and all of the employee's current, permanent household members.

IRS Regulations

The Internal Revenue Service requires that the personal travel reimbursement paid to the employee be reported as income to the employee on Form W-2. In the general, the employee may show a deduction for travel and lodging expenses, but not for meals. GTF reports these reimbursements to Georgia Tech Payroll for proper withholding and reporting. The employee may refer to publication 521 for additional information.
