For house-hunting trips, JBU will only reimburse travel expense for round-trip standard car mileage (JBU rate) for one house-hunting trip or round-trip air fare for the new employee and spouse for one house-hunting trip, whichever is less. For air travel, we request a flight reservation be made a minimum of two weeks in advance, but four-to-six weeks in advance will provide better flight rates. All other expenses incurred for house-hunting (hotel, rental car, food, etc) are the responsibility of the employee. For questions regarding house-hunting and/or reimbursement, please contact the Academic Office (479.524.7129).

**MOVING ALLOWANCE POLICY FOR NEW MEMBERS OF JBU FACULTY**

The intent of this policy is to help defray the cost of moving to Siloam Springs. John Brown University will pay either:

(a) basic moving van charges for a maximum load of 12,000 pounds from the previous residence in one of the 48 contiguous states or the District of Columbia, and one-way standard car mileage for the final move, or

(b) do-it-yourself moving costs (not to exceed basic moving van charges) plus standard car mileage for the final move.

Please note: Hotel, food and other expenses incurred during moving are the responsibility of the employee.

The **maximum** John Brown University payment will be based on a percentage of the faculty base salary based on the distance of the move:

- 499 miles or less: 14% of base annual salary
- 500 miles to 999 miles: 16% of base annual salary
- 1000 miles to 1499 miles: 18% of base annual salary
- 1,500 miles or more: 20% of base annual salary

Moving costs which are submitted for reimbursement must be limited to items used for everyday living and must conform to the limitations given below.

**Moving van expenses:**

**Authorized:**

1. Normal moving charges for line-haul transportation.
2. The cost of containers necessary to pack ordinary items of household property.
3. Insurance coverage at a maximum of $1.25 per pound.
4. The cost of packing special mirrors and pictures (where tariff includes cost of container in the packing charge).

**Not authorized:**

1. Packing services provided by the mover for packing small items prior to the date of the move.
2. Appliance service in disconnecting and re-connecting washing machines, dryers, dishwashers.
3. Storage in transit if the mover cannot go directly to the destination and unload.
4. Additional charges of the mover for exclusive use of the van or for special expedited service.
5. Taking up or down or installing draperies, carpeting, or otherwise secured items.
6. Dismantling or reassembling play houses, TV antennas, or other items requiring extensive attention.
7. Shipment of animals, automobiles, trailers, boats, frozen food or other perishables, live plants, paints or combustible items, building materials, firewood and other items of questionable value.
8. Articles of unusual value such as jewelry, stamp collections, or valuable papers.
9. Additional charges for weekend or holiday service.
10. Insurance above $1.25 per pound and insurance coverage for items not shipped at university expense.
Do-It-Yourself moving expenses which are covered:

1. Truck and/or trailer rental
2. Truck fuel
3. JBU mileage rate for two cars.
4. Standard rental service collision insurance premium, packing pads, dollies, trailer hitches, etc., and sales tax.

Automobile mileage:

2. Single one-way moving trip for one car in addition to trailer-tow-car.

Mileage should conform to figures in the latest edition of a standard highway atlas.

Please direct all questions regarding moving to Mr. Darrin Coon, HR and Business Manager, at 479-524-7123 or dcoon@jbu.edu.

Date of last revision: March 2012
Ph/moving policy