

Moving Allowance for New Faculty

New full-time faculty may be eligible for reimbursement of certain expenses connected with moving to the Washington area. Reimbursement covers:

1) Actual costs of moving household goods (e.g., to a moving company, van rental agency, post office for book shipments), with the maximum amount authorized based on the faculty member's rank, as follows:

- Professor and Associate Professor: \$4,500
- Assistant Professor and Instructor: \$3,000

(If two members of the same family, moving concurrently from the same location, are requesting reimbursement, the total reimbursement shall not exceed \$7,500.)

Original receipts should be submitted for reimbursement to the Office of Faculty Personnel.

2) Travel costs in the form of a mileage allowance, tied to the IRS rate, from the point of origin to Washington, DC, to underwrite the costs of family travel. No receipts for these expenses are required because the reimbursement is based solely on mileage and is restricted to mileage within the continental U.S.

A faculty member on a temporary one-year appointment is entitled to either the moving allowance or the mileage allowance, whichever is greater. No moving or mileage allowance is available to part-time faculty or to full-time faculty appointed for one semester.