

Moving Expense Policy

Alma College will pay a moving allowance to new faculty and administrative staff under the following provisions:

The employee must be employed on a regular full-time basis (administrators) or full-time tenure-track/tenured (faculty).

The College will pay a maximum of \$3,500 in covered expenses of a distance greater than 50 miles for relocation closer to Alma within the first year of employment, with an additional \$1,000 for covered expenses if moving to an Alma address.

Covered expenses include:

- a) transportation, including loading and unloading
- b) cost of containers for packing;
- c) insurance costs
- d) truck rental in lieu of hiring a moving company

Expenses not covered include:

- a) packing
- b) appliance service
- c) overtime charges
- d) storage
- e) personal travel expense.

In most cases, the College payment will be made on a reimbursement basis and the employee is responsible for paying all charges directly. However employees are encouraged to contact the Human Resources Office prior to making moving arrangements to discuss any alternative billing options.