

# Duke University

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June 22, 2011

To: Departmental Business Managers in Arts and Sciences

From: Mary Jacobs 

Re: Relocation Expenses and Reimbursements

The purpose of the relocation allowance is to assist new faculty members in Arts & Sciences with costs related to relocation to the area. Please note:

1. Invoices from moving companies will be paid first.
2. New faculty are requested to obtain estimates from two moving companies for cost comparison. The estimates are to be faxed to the office of the Dean of Arts & Sciences 919-684-8503. DeHavens/North American Van Lines has moved many faculty to the area over the years and is suggested as a possible mover. However, faculty are encouraged to use the moving company they are most comfortable working with and from which they receive an estimate that is within their relocation allowance.
3. The new faculty member should send an email indicating their preferred mover and the name of a contact to [mary.jacobs@duke.edu](mailto:mary.jacobs@duke.edu). A letter will be sent to the moving company chosen guaranteeing direct payment by Duke University.
4. Additional expenses related to house-hunting and/or travel during the relocation period are to be paid for by the faculty member and may be reimbursed, depending upon the available balance in the relocation allowance. Original receipts for these expenses should be submitted to the office of the Dean of Arts & Sciences, 104 Allen Building, Box 90046. These expenses will be processed once the invoice from the moving company has been paid.
5. We ask that departments not use their procurement cards to charge relocation expenses (house-hunting, travel, etc.).
6. Some reimbursements may be treated as taxable income by the IRS. New faculty are encouraged to review IRS publication 521 <http://www.irs.gov/pub/irs-pdf/p521.pdf>.

cc: Sandy Connolly