Faculty Moving Expense Policy

The Office of the Dean of Faculty will assist with moving costs for new faculty who must change their residence to accept employment at Mount Holyoke College. Faculty whose appointments are full-time and for at least one academic year will be compensated according to the following schedule:

- Up to $900, if the move is between 50 and 300 miles
- Up to $1,200, if the move is over 300 miles, but less than 1,000 miles
- Up to $2,400, if the move is over 1,000 miles, but less than 2,000 miles
- Up to $4,800, if the move is over 2,000 miles

**Please note:** Stipend is considered additional compensation subject to tax withholding and will be reported on the employee’s Form W-2.

Please complete this form and return all necessary documentation to the Office of the Dean of Faculty, 101 Mary Lyon Hall. **Make sure to attach a completed Travel and Expense Reimbursement form itemizing your expenses and all original receipts, bills, and invoices.** For a detailed list of reimbursable/deductible expenses, please refer to [http://www.irs.gov/publications/p521/index.html](http://www.irs.gov/publications/p521/index.html). Payment must be requested within 12 months of the start of employment at Mount Holyoke.

If you have questions, please contact Christina Howe by phone at (413) 538-2858 or by email at chowe@mtholyoke.edu.

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Name: _________________________________ Date: _________________________________

Point of Departure: ___________________________ Date of Departure: ________________

Destination: _______________________________ Total Mileage: ________________

Total Amount Requested: $ ________________

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**For Office Use Only**

Approved by: _______________________________ Amount: _______________________________

Make check payable to:__________________________________________

Department: __________________________________________________

Account Number: 0010-030000

Position Number: N0811900