

Bucknell University Relocation Guidelines

Employee Name:

Date of Hire:

Position Title:

Department:

Bucknell provides a taxable moving allowance to faculty and staff who meet the following eligibility requirements.

Eligibility of all of the following criteria

- Employee must establish and provide documentation of new residence within 24 months of start date.
- Employee must satisfy the distance test below.
- The employee's move should result in being closer to Bucknell (as measured in miles).

Distance Test

Your move will meet the distance test if your new main job location is at least 50 miles farther from your former home than your old main job location was from your former home. For example, if your old main job location was 3 miles from your former home, your new main job location must be at least 53 miles from that former home. You can use the chart below to see if you meet this test.

Distance Test Chart

1.	Enter the number of miles from your old home to Bucknell	1.	miles
2.	Enter the number of miles from your old home to your old workplace	2.	miles
3.	Subtract line 2 from line 1. If zero or less, enter -0-	3.	miles
4.	Is line 3 at least 50 miles? If no, you are not eligible for Bucknell relocation allowance.	4.	Yes / No
5.	Enter the number of miles from your new home to Bucknell	5.	miles
6.	Is line 5 closer in miles to Bucknell than line 1? If no, you may not be eligible for Bucknell relocation allowance	6.	Yes / No

The distance between a job location and your home is the shortest of the more commonly traveled routes between them.

Receipt of Payment

The taxable moving allowance provides faculty or staff with the ability to personalize their relocation. Individuals can spend the allowance in a manner that best fits their relocation needs. The University does not provide tax advice or financial planning services. We recommend that you contact your tax advisor or the IRS for specific information.

Allowance will be provided as a supplemental payment via direct deposit. Documentation to substantiate the allowance must be provided to Human Resources within 60 days of your relocation to your new home. Examples of acceptable documentation include but are not limited to: mortgage statement, renter's agreement, updated driver's license, voter registration, etc. Please include a copy of this document, with proof of satisfaction of the distance test.

At Bucknell, moving allowances are determined as a percent of base salary along with additional contributing factors such as distance from campus or other special circumstances. The amount of your moving allowance can be found in your offer letter.