

Bucknell University Relocation Guidelines

Employee name:
Date of hire:
Position title:
Department:

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

- Employee must establish 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.

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

This 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.

Your relocation allowance will be added to your regular paycheck since this payment is considered taxable income. To guarantee receipt of these funds on a particular pay day, the completed form and any required documents must be received in Human Resources 10 business days prior to the pay date. (For more information about payroll deadlines, please contact hr-recruitment@bucknell.edu.)

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.

The form and supporting documentation should be forwarded to Human Resources upon completion.