

Moving Expense Policy

Brown University will cover the costs for reasonable moving expenses associated with moving household and personal goods for eligible newly hired faculty and staff. A preferred moving services provider coordinates all University approved new hire moves and bills the University directly for all reasonable moving expenses associated with moving the household goods and personal item, or an employee may use an alternate provider or method (U-Haul, etc.) and be reimbursed. ***The costs of the approved expenses are considered taxable wages and subject to federal, state, OASDI and Medicare taxes as required by the IRS, and will be reported in the employee's first or several paychecks*** following the billing by the third party and are subject to all income and employment taxes. Please note that the preferred moving services provided is Conlon Moving Systems (Contact: Barbara Hodgson at (401) 351-2220 ext. 14).

Please refer to Brown's Moving Expenses Policy ([30.016](#)) for further information on:

- Eligibility for reimbursement of moving expenses
- Detail on expenses that are covered under this policy
- Tax implications
- How your pay will be impacted by these expenses
- Steps on using an alternative moving provider

Steps with Preferred Moving Provider:

1. Employee will contact the preferred moving services provider: Barbara Hodgson, at Conlon to coordinate the move and receive information specific to your household move.
2. The preferred moving services provider will communicate with the Administration and Finance Specialist to ensure eligibility criteria are met.
3. The Administration and Finance Specialist will connect with the Employment Specialist to determine the new employee's employment information and will then approve or deny the moving request.
4. Once an approved move has taken place, the Administration and Finance Specialist will process payment to the preferred moving services provider and report the taxable wage to Payroll subject to applicable withholdings.

Please note that these information packets are developed to provide you with quick references but are subject to change at any time. While we do our best to keep them up-to-date, best practice would be to check the links for any changes to the actual policy.