

**Marietta College**  
**Policy Governing the Payment of Relocation Expenses**  
**for New Employees**

This policy governs the payment of relocation expenses for new-hire employees. Relocation expenses are direct costs incurred by the new-hire employee in relocating his/her residence to the Marietta area. Relocation expenses may include temporary housing costs, travel meals, personal vehicle use costs, and the costs directly associated with relocating possessions, that is, either van or trailer rental costs or professional moving company costs. New-hire employees are required to secure written proposals from at least three (3) sources for all rentals and/or professional moving companies, and to use the least expensive source. If the employee chooses not to use the least expensive company, the choice must be approved in advance of commitment to the company and in writing by the hiring Vice President.

Two of the following three companies must be included among those asked to submit proposals:

Merchants Five Star, Inc.  
North American Van Lines Agent  
18192 State Route 7  
Marietta, OH 45750  
1-740-373-0313

East End Moving & Storage  
United Van Lines Agent  
1133 Emerson Street  
Rochester, NY 14606  
1-585-295-2232 (John Silvernail)  
1-800-333-0763 x232

Armstrong Relocation  
United Van Lines  
3927 Winchester Road  
Memphis, TN 38118-4994  
1-901-367-3059 (Tom Bramlage)  
1-866-809-2182

Employees should specifically ask for “ <i>Marietta College pricing</i> ” from Merchants Five Star and “ <i>Educational &amp; Institutional Cooperative pricing</i> ” from East End Moving & Storage and from Armstrong Relocation in order to get more economical rates.
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When possible, the College will pay the expenses directly to the product or service provider, rather than requiring the new-hire employee to pay and request reimbursement from the College. However, in all cases, requests for payment to a provider or requests for reimbursement to a new-hire employee must be supported in advance by documentation that is acceptable to the Business Office.

At the discretion of the hiring Vice President, the College will pay reasonable relocation expenses, subject to acceptable documentation. On rare occasion when relocation expenses are unusually high, the President may authorize payment greater than the normal amounts, again subject to acceptable documentation. Payments on behalf of new-hire employees and/or reimbursements to new-hire employees must be reported by the College to the U. S. Internal Revenue Service.

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