Relocation Information

Welcome to Carey Business School. This document created by the Office of Faculty and Resource outlines information pertinent to your relocation to Baltimore/Washington, DC. They are:

- Relocation Guidelines and Expense Reimbursement
- JHU Preferred Moving Vendors
- Relocation Resource Information, by Higher Education Relocation Service (HERS)
- Reimbursement Template/Form for House-Hunting and Moving Expenses (Excel spreadsheet attached)

Please note the services of the Higher Education Relocation Specialists (HERS). HERS is a full service relocation specialty company. The company is not part of Johns Hopkins University but is a vendor used by Johns Hopkins. If you decide to use HERS, you can work with them directly. There may be some services by HERS that Johns Hopkins will not reimburse. More information for HERS is located here: http://higheredrelo.com/customers/carey.htm

You must obtain a total of three moving quotes to be sent to our Finance department for final approval.

For information about moving to Baltimore and the region, following are some links that may help you:

- Maryland Housing Search: http://www.mdhousingsearch.org/
- Although this website is for persons moving to Maryland for military purposes, it has good general information about new residents to Maryland http://brac.maryland.gov/live.asp
- Johns Hopkins University incentive program to live near work. http://web.jhu.edu/lnyw/neighborhoods.html
- K-12 Public Schools: The links below provide more information about Maryland K-12 public schools:
  - Maryland K-12 School Report Card
  - Maryland School Systems
- Registering your vehicle in Maryland
- Registering your vehicle in DC
  - [http://dmv.dc.gov/service/vehicle-registration](http://dmv.dc.gov/service/vehicle-registration)
- For information about working at Johns Hopkins [http://www.hopkinsworklife.org/](http://www.hopkinsworklife.org/)
Relocation Guidelines and Expense Reimbursement

Relocation terms must be included in the new faculty employment agreement to receive the reimbursement. Reimbursement of reasonable relocation expenses for new full-time faculty can be made if the employee is relocating by a distance of more than 50 miles due to her or his appointment with Carey Business School.

Pre-move House Hunting

Carey will reimburse reasonable expenses incurred for one trip for house-hunting (maximum 7-day stay) in the Baltimore/Washington DC area. We will cover costs of airfare and lodging plus expenses for you and your spouse, if married.

Request for Reimbursement for Pre-move House Hunting Expenses

Because of tax reporting and withholding requirements relating to reimbursements for house-hunting trip expenses, it is preferable that a new faculty pay his/her own expenses and request reimbursement. Requests for reimbursement of house-hunting expenses should be submitted to Accounts Payable on travel reimbursement forms.

While Accounts Payable reviews all requests to be reimbursed for house-hunting trip expenses, the reimbursements are usually paid through Payroll once the employee begins work. Payments for house-hunting trip expenses are reported as taxable income to the IRS and taxes are withheld.

Estimates by Moving Companies

Carey will pay for the reasonable moving costs for your relocation to the Baltimore/Washington DC area. The prospective faculty member is responsible for submitting estimates from three separate vendors to Carey’s finance team from moving companies for the cost of moving household and personal items. Commonly, the lowest bid is selected by the finance team. However, if a vendor with a higher quote is preferred, please let the finance team know your reason in your email when sending the quotes. We will take your preference into consideration when determining the moving vendor.

Once a moving vendor is selecting, the faculty member will be informed via email. At that time, a purchase order will be issued in advance of the move, and the moving van company will invoice the University directly when the move has been completed. One advantage of this process is that a new faculty member does not need to expend his/her own funds, and another is that if there are any problems with the move, the University will work to resolve them on behalf of the employee.

The University has a list of preferred moving vendors that provide favorable pricing to the University (see attached list). New faculty members who are relocating should contact vendors on this list first. If these vendors are unable to meet the employee’s needs, then other moving providers may be utilized.

Johns Hopkins Carey Business School
100 International Drive, Baltimore MD 21202
Revised: April 2015
Moving expenses that may be reimbursed or paid directly include the following for an employee and dependents:

1. Cost of transporting household goods.
2. Travel and relocation expenses for the actual move.

**Requests for Reimbursement for Moving Expenses**

Requests for reimbursement of out-of-pocket moving and relocation expenses should be submitted to Accounts Payable on travel reimbursement forms. If there are numerous separate expenses, a spreadsheet summarizing these is very helpful. Original receipts should accompany reimbursement requests and should be organized. For example, all of the gas receipts should be grouped together.

**General considerations**

Expenses to prepare a home for sale are not reimbursable, nor are expenses for real estate commissions or closing costs. Relocation services such as apartment locating are generally not reimbursable. Expenses for obtaining Maryland or DC drivers’ licenses, registering vehicles, and emissions test fees, etc. are not moving expenses and are not reimbursable. The University will not reimburse any employee for purchasing a vehicle to be used for moving, even though this might cost less than renting a similar vehicle for the move. The University does not reimburse employees for household goods purchased to replace goods left behind because the employee elected not to move them.

**Taxable vs. Non Taxable Moving Expense**

A new faculty member should note that depending on the nature of the expense, it may be non-taxable or taxable. For expenditures that are considered taxable by the IRS, the university will be required to report and withhold taxes for the employee. IRS Publication 521 "Moving Expenses" should be referred to for additional information. This publication can be obtained through [http://www.irs.gov](http://www.irs.gov).

Also, please see the University Finance website for more on the tax classification of reimbursable moving expenses. [http://finance.jhu.edu/policy_procedures/tax_policy_procedures.html#one](http://finance.jhu.edu/policy_procedures/tax_policy_procedures.html#one)

**Helpful Hints**

House hunting expenses, including meals, are always taxable, if reimbursed.

Receipts are always necessary to substantiate moving expenses claims. Employees should save all receipts. Receipts for meals should include the names of all in attendance. Alcohol, tax on alcohol, and the percentage of the tip for the alcohol are not reimbursed.

VISA costs are taxable, if reimbursed.

Tape, boxes, and packaging materials are non-taxable expenses.

For 2014 and for 2015, the mileage rate for move-related expenses is $0.235 per mile.
Internal Revenue Service (IRS) guidelines for the actual moving trip for household members are specific to one (one-way) trip per household member, including the employee. The trip must also be taken in the MOST DIRECT ROUTE to qualify for non-taxable reimbursement.

Please contact the Finance Team at Carey if you have any questions regarding taxable and non-taxable moving expenses.
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<thead>
<tr>
<th>Vendor #</th>
<th>Address</th>
<th>Contact</th>
<th>Telephone #</th>
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<tr>
<td>Advance Relocation Systems 1000262</td>
<td>8933 Yellow Brick Rd.</td>
<td>Rocky Conklin</td>
<td>800-296-8950 x18</td>
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<tr>
<td>Domestic &amp; Intl Movers</td>
<td>Baltimore, MD 21237</td>
<td>VP Business Dev.</td>
<td>443-891-3458 Cell</td>
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<tr>
<td>Office Relocator</td>
<td></td>
<td></td>
<td>410-574-8406 Fax</td>
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<tr>
<td>Crown Relocations 1002957</td>
<td>22630 Dulles Summit Court</td>
<td>washingtondc@</td>
<td>866-499-7356</td>
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<tr>
<td>International Movers</td>
<td>Suite 190</td>
<td>crownrelo.com</td>
<td>703-437-6400</td>
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<tr>
<td>Hoffman Moving Services LLC 1015009</td>
<td>1406 Shoemaker Rd</td>
<td>Michael Hoffberger</td>
<td>410-825-3344</td>
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<tr>
<td>Office Relocator</td>
<td>Baltimore, MD 21209</td>
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<td>410-977-0679 Cell</td>
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<td>410-825-3355 Fax</td>
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<tr>
<td>Office Movers</td>
<td>1007983</td>
<td>Mike Kroart</td>
<td>410-636-5200</td>
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<tr>
<td>Office Relocator</td>
<td>821 Oregon Ave.</td>
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<tr>
<td>Suddath Relocation Systems of MD 1010184</td>
<td>1710 Crossroads Dr</td>
<td>Ellen Christian</td>
<td>800-766-6116</td>
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<tr>
<td>Office Relocator/Household Goods</td>
<td>Odenton, MD 21113</td>
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<td>410-874-1010 x125</td>
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<td></td>
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<td>410-874-1020 Fax</td>
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<tr>
<td>The MIGroup 1007133</td>
<td>106 Lukens Drive</td>
<td>Scott Sheldon</td>
<td>800-734-6925</td>
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<td>International Movers</td>
<td>New Castle, DE 19720-2727</td>
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<td>954-252-3981 Fax</td>
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<td>The Talbot Group, Inc.</td>
<td>1010363</td>
<td>Ernie Coshonis</td>
<td>800-654-6877</td>
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<tr>
<td>Relocation Services</td>
<td>PO Box 595</td>
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<tr>
<td>United Van Lines 1010997</td>
<td>6465 Frankford Ave.</td>
<td>Melissa Garafalo</td>
<td>800-736-6825 x5733</td>
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<td>Davidson Transfer</td>
<td>Baltimore, MD 21206</td>
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<td>202-254-5733 Work</td>
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<td>202-553-4685 Cell</td>
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<td>Laurier Hampton</td>
<td>202-696-1494</td>
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<td>Tracie Cohee</td>
<td>202-797-5614</td>
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<tr>
<td>Whalen’s Van Lines 1011685</td>
<td>P.O. Box 570</td>
<td>Stephanie Fowler</td>
<td>800-759-4253</td>
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<td>Mount Kisco, NY 10549</td>
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HERS Higher Education Relocation Specialists
Relocation Resource Program
For JHU Carey Administrators, Faculty, Staff, Retirees and Alumni
Interstate and International Moving & Storage Services
and much more.......

- No program or consortium fees discounts and Perks @Work benefits available to all
- Very best moving & storage discounts – based on combined Higher Ed volume
- Corporate style personal service from pre to post move
- No cost for replacement value transit coverage (interstate moves)
- Large multi-location Atlas agent more trucks and manpower = better pricing + service
- KEY ACCOUNT status brings date preferences and highest quality crew assignments
- Discounts on “Smart Move” self service containerized shipping for the budget conscious

Resources for all of your recruiting and relocation needs:
- Area familiarization resources and tours
- Home marketing/purchase/rental assistance
- Education choice resources
- Temporary housing sources
- Pet relocation service
- Spouse/partner career resources
- Cultural/language training services

HERS Program Director:
Helen McNeece, CMC, CRP
Direct: 914-980-2412
hmcneece@higheredrelo.com

Customer Service Coordinator:
Linda Foley
Direct: 914-833-4726
LFOley@collinsbros.com

Visit www.HigherEdRelo.com and use password “carey” (lower case) for more information or to request a free estimate