

***Purdue University Moving Expense Allowance Policy, Procedure,  
and Discount Options***

1. Purdue University has authorized a moving allowance of \_(Stated in your offer letter)\_\_\_\_\_.
2. This allowance will be included in the wages on your W2 and it will have taxes withheld.
3. Some of your moving expenses may be deductible from taxable wages on your tax return (Form 1040). You can review a summary of Deductible and Non-deductible Moving Expenses at [www.adpc.purdue.edu/Disburse/moving\\_deduct\\_grid.htm](http://www.adpc.purdue.edu/Disburse/moving_deduct_grid.htm). This summary is taken from IRS Publication 521. Please consult your tax advisor for additional information. You will need to retain your receipts from the move to use in completing your tax return.
4. As a faculty or staff member of Purdue University, you are eligible to take advantage of discount options available through preferred vendors. New employees may choose any company they prefer for their move, but we suggest new staff use these vendors whenever possible. It is hoped that these agreements will allow new employees to begin their careers at Purdue University with as few moving problems as possible. To take advantage of these discount options, you will need to follow the steps outlined below. The heaviest moving months are May, June, July, and August. Please contact Purdue University as soon as possible to make arrangements with a moving company.

**Please follow the steps below:**

1. You will need to notify Mary Bell if you wish to be contacted by one of these preferred vendors.
2. The Department Business Office will contact the University Purchasing Department with your name, address, phone number, and the company you wish to use.
3. The Purchasing Department will contact the moving company and relay the necessary information to authorize use of the discount program.
4. The moving company will then make the arrangements directly with you.
5. The moving company will bill you for the cost of their services.

For any questions regarding the moving company contract, please contact Rick Bradley (765) 494-7267 email: [rickb@purdue.edu](mailto:rickb@purdue.edu) with the Purchasing Department.

**Please Note:**

Additional information about Purdue University's moving allowance policy may be found at [www.adpc.purdue.edu/Disburse/movingallowance.htm](http://www.adpc.purdue.edu/Disburse/movingallowance.htm).