

Duquesne University
Moving Stipend Policy
November 5, 2018

Employees hired into Full-time Faculty and other specifically approved positions will receive a one time, taxable stipend to assist in moving expenses. The amount is to be determined by the Dean and not to exceed the maximum amount of \$7,500. Excess of \$7,500 must be approved by the Provost.

TAP No. 53, III. Reimbursement Limits

- A. Employees hired into Vice President, Dean and Athletic Director positions may be reimbursed up to a maximum of \$15,000.*
- B. Employees hired into Full-time Faculty, Associate/Assistant Vice President and other specifically approved positions may be reimbursed up to a maximum amount of \$7,500, with the approval of the appropriate supervisor (Vice President, Dean or Senior Department Head).*

Procedure:

- For payment, prepare a SPA and select Additional/Supplemental Pay as the Action. Note **Moving Stipend Expense** as the Position Number and also in the Comment line.
- The Office of the Provost will provide up to \$1,500 funding towards the total stipend of the approved moving expense assistance, with the remainder funded by the Dean's budget.
- Forward the SPA to the Office of Academic Affairs for Administration for Provost funding and submission.