

# Southeast Minnesota House Hunting & Authorized Moving Companies

*Heal the sick, advance the science, share the knowledge.*



CONGRATULATIONS! This is the next step in your relocation process. **Recruitment Services** will contact you to make arrangements for a pre-employment/house hunting trip. Mayo Clinic Health System will cover the following costs relating to the trip.

- Air and/or ground transportation cost
- Personal car mileage (standard IRS rate)
- Parking fees and tolls
- Rental car up to \$75 per day (no mileage or insurance reimbursement)
- Flight arrangements are coordinated through Recruitment Services and must be arranged within a minimum 14-day advance notice at the lowest cost available
- Hotel stay for up to 5 days/4 nights will be provided
- A maximum of \$75 per day allowance for meals (must include itemized receipts)

**Taxation:** Expenses during your pre-employment & house hunting trip are *non-taxable for physician*, and are taxable for spouse/partner. If house hunting is the primary purpose of the trip and does not include pre-employment the expenses are fully taxable per IRS guidelines.

## ▶▶ AUTHORIZED MOVING COMPANIES

### ATLAS VAN LINES - (for all locations)

Toll Free: 877-256-6778  
Client Contact: Kendra Boles / Darlene Duff      Escalation: Phil Wahl  
E-Mail: mayoclinic@atlasworldgroup.com      Direct: 812-499-6702

### ACE WORLD WIDE -

Toll Free: 800-223-6683 x2273 or 800-223-6683 x4301  
Primary Contact: Dorrain Pierce • Secondary Contact: John Donovan, Cell: 414-213-3712  
E-Mail: acemayoteam@aceworldwide.com

### ALEXANDERS -

Toll Free: 800-627-3990 x5033 or 800-627-3990 x4349  
Primary Contact: Carrie Hodgson • Secondary Contact: Beth Mason  
John Dulin      Cell: 951-830-9674  
E-Mail: amsmayoteam@alexanders.net

