

## **Reimbursement of Moving Expenses for Newly Hired Full-time Executive, Senior Administration, and Faculty Employees**

### **POLICY**

The University will assist all eligible, newly hired full-time Senior Administrative and Faculty employees to relocate to within a 50-mile radius to the assigned campus of the University.

### **DEFINITION AND REGULATION**

Prior to communicating an offer to provide reimbursement for moving expenses to an eligible, newly hired employee, the hiring official must receive the approval of the appropriate Provost or Vice President. The applicable provisions of this policy shall be made part of the offer or employment and/or the employment contract. Relocation expenses will be charged to the hiring department. The following provisions will be observed:

- 1) Relocation expenses, including packing of household goods, will be reimbursed only for the initial appointment of an employee, and the move must be completed within one year of the initial appointment.
- 2) No reimbursement will be made for moves where the prospective employee's present residence is located less than 50 miles from the University campus.
- 3) The reimbursement amount will be determined by the Provost/Vice President and under no circumstance exceed 10% of the new employee's base annual salary for domestic relocation.
- 4) The University will not reimburse expenses incurred in transit (e.g. motel charges, gas and meals).
- 5) All reimbursement must be returned to the University if the individual voluntarily leaves the employ of the University within 18 months of the appointment. In the event of repayment, appropriate payroll and tax reporting adjustments will be made in accordance with IRS guidelines.
- 6) No reimbursement will be made without paid receipts.
- 7) All relocation reimbursements are considered taxable income to the employee and will be processed through payroll in accordance with applicable federal and state tax regulations. Appropriate tax withholdings will apply.
- 8) Any exception to this policy must be approved by the Chief Operating Officer prior to discussion with the candidates.

### **PROCEDURE**

Within 60 days after the move is completed, the individual will provide the hiring official with a copy of the contract and paid receipts. The employee will complete and submit an Expense Report in accordance with university procedures and include paid receipts.

Effective January 1, 2018, all approved reimbursements under this policy, as authorized by Finance, will be processed to the employee via Payroll to ensure compliance with Internal Revenue regulations. These payments will be reported as wages on the employees' Form W-2.