

Relocation Expenses Policy

In order to attract highly qualified faculty and staff, the University may choose to reimburse deductible relocation expenses of specific amounts that are set out in written offers of employment.

The University will reimburse deductible relocation expenses for new regular faculty and staff if:

- the University is in danger of losing the most qualified candidate, and
- the distance between the old home and the new place of work is at least 100 miles greater than the distance between the old home and the old place of work, and
- funds are available in the department budget.

Reimbursement for relocation expenses is limited to \$1,000 per employee.

A hiring unit that desires to include relocation expenses in a written offer of employment should first obtain the written approval of their appropriate Cabinet level officer with a copy to Human Resources. Reimbursed relocation expenses should be prudent, reasonable, and meet the deductible guidelines included in IRS regulations – if costs are questioned, determination will be made by the Vice President for Finance and Administration.

Relocation expenses will be reimbursed to the employee. Employees offered relocation expenses must submit original itemized receipts with a copy of the written offer of employment within 60 days of the employee's hire date to the hiring unit's department budget manager, obtain approval and forward to HR for approval and further processing through the Peoplesoft HRMS system.

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