

## **Valdosta State University Relocation Expenses Procedure**

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

The University will reimburse 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 negotiable up to \$2,500 per employee.

A hiring unit that desires to include relocation expenses in a verbal offer of employment should first obtain the written approval to do so from their appropriate Executive level officer with a copy to Human Resources (HR). Human Resources will issue employment letters.

As of January 1, 2018, relocation expenses are no longer tax deductible, and will be paid to the employee through the payroll system as taxable compensation.

*Last Revised: May 2018*

USG policy: [http://www.usg.edu/hr/manual/relocation\\_expenses](http://www.usg.edu/hr/manual/relocation_expenses)

Employee reimbursement form to be submitted to Payroll (along with the receipts):

<http://www.valdosta.edu/administration/finance-admin/financial-services/payroll/documents/moving-reimbursement-form-.pdf>