

Internal Governing Policies

#116 - Moving Expense Reimbursement

Approved: August 15, 2018

Monitor: President

If approved by the President, in consultation with the appropriate Vice President and when funds are available, household moving expenses may be reimbursed as provided below:

1. Eligible new employees include full-time, senior level administrative, professional, and tenured & tenure-track faculty recruited from outside the commuting area (50 miles).
2. The allowable reimbursement shall not exceed \$2,000.
3. Reimbursement is limited to reasonable and actual expenses for moving household goods to a location in Coles County, Illinois, and payment will be made only on the basis of receipts of actual expenses incurred. Meals are not reimbursable.
4. For employees employed through external funding, this policy applies only when and to the extent that external funding provides for the reimbursement.
5. If two or more individuals occupying the same household, who qualify for reimbursement for moving expenses, are employed with beginning dates not more than 30 calendar days apart, they shall be eligible for a single reimbursement for that household with the amount to be divided equally between such individuals.
6. In all instances, any approved moving reimbursement must be specifically referenced, in writing, in an individual's offer letter.
7. If using a moving company, the new employee will secure firm bids from at least two moving companies. An estimate with a "not to exceed" is considered an acceptable bid. Bids must be submitted to the Vice President for Business Affairs for approval. The University Department of Procurement, Disbursements and Contract Services will assist with this process if requested by the employee.
8. All reimbursements are subject to IRS regulations.

In exceptional circumstances, the total cost of moving expenses exceeding \$2,000 may be approved by the University President as a condition of employment.