

#116 - Moving Expense Reimbursement

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**Approved:** February 13, 2012

**Monitor:** President

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New full-time faculty, selected administrative and professional, and selected civil service employees recruited from outside the commuting area (50 miles) may be reimbursed for moving expenses, if approved by the President or the appropriate Vice President, as provided below:

1. The allowable reimbursement shall be the lesser of (a) 70% of the actual cost, or (b) \$5,000.
2. Reimbursement is limited to reasonable and actual expenses for moving household goods, including personal transportation and lodging, to a location within the 50-mile commuting area, and payment will be made only on the basis of receipts of actual expenses incurred. Meals are not reimbursable.
3. For faculty and staff employed through external funding, this policy applies only when and to the extent that external funding provides for the reimbursement.
4. 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.
5. If the signed employment agreement includes a trip to campus prior to the first day of employment, the travel expense will be reimbursed in accordance with University travel regulations and will be limited to a single trip of no more than three days.

In exceptional circumstances, the total cost of moving expenses may be approved by the University President as a condition of employment. When approved, the following conditions must be met:

1. The new employee and the University will agree on the names of at least two moving companies that are acceptable to both parties. Names are to be submitted to the President's Office for approval.
2. The new employee will secure firm bids from the two approved moving companies. An estimate with a "not to exceed" is considered an acceptable bid. The University Department of Procurement, Disbursements and Contract Services will assist with this process if requested by the employee.

3. The University Department of Procurement, Disbursements and Contract Services will either issue a purchase order to the recommended moving company based upon the bids submitted after approval by the President's Office, or provide reimbursement to the new employee.
4. Exceptions to allow reimbursement for a move to a location outside of the 50-mile commuting area must be approved by the President on the recommendation of the appropriate Vice President and the Director of Civil Rights and Diversity.

SUPERSEDED