

MOVING EXPENSE REIMBURSEMENT

New full-time faculty, selected administrative and professional, and selected civil service employees recruited from outside the commuting area (35 miles) may be reimbursed for moving expenses within the following guidelines:

1. The allowable reimbursement shall be the lesser of (a) 60% of the actual cost, or (b) \$2,000.
2. Reimbursement is limited to reasonable and actual expenses for moving household goods and payment will be made only on the basis of receipts of actual expenses incurred.
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. In a very limited number of cases, the total cost of moving expenses is approved by the University President as a condition of employment. When approved, the following conditions must have been met:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. Exceptions to allow reimbursement for a move to a location outside of Coles County for dual career couples must be approved by the President on the recommendation of the appropriate Vice President and the Director of Civil Rights and Diversity.

Approved:
President
July 7, 2008

Monitor: President