Summary/Purpose: Payment of the relocation/moving expenses of new faculty and administrators.

Payment of the relocation/moving expenses of new faculty and administrators is at the option of the appropriate dean, director, or department head. The new employee can only be reimbursed for moving one time. They cannot be reimbursed for moving to a temporary home and then later reimbursed for moving to a permanent residence.

Reimbursed expenses will be reported as taxable wages and will be subject to income tax withholding, Social Security, and Medicare. This requirement is the same whether the reimbursement is made to the employee or to a third party.

The University cannot reimburse temporary living expenses while the employee seeks permanent housing.

Reimbursements should be requested within 60 days of the move (see I.B.3). Original receipts supporting expenses should be attached. A moving expense form must be completed and submitted to Procurement Services with appropriate receipts attached.

The appropriate general ledger expense code is 55865.