

Relocation Policy

Policy Owner Human Resources, Provost

Responsible Office(s) Human Resources, Provost

Policy

At the request of the area Vice President and with the approval of the Vice President for Finance and Business and the Director of Human Resources, the University will provide reimbursement of necessary and reasonable moving expenses for new full-time staff members. Faculty requests must be preapproved and submitted to the Provost Office. Moving expenses are limited to transporting the faculty/staff member and their immediate family to the new residence and moving ordinary and customary household goods and personal effects. The moving expense authorization and the amount must be specified in the employment offer.

Reimbursement will be processed on actual amounts, up to the specified amount. Supporting documentation, including original, itemized receipts and a completed, signed Relocation Expense Reimbursement Form, must be submitted to the Human Resources/Provost office for processing. Documentation of eligible relocation expenses must be submitted within 60 days of relocation.

For 2018 through 2025, employers **must include moving expense reimbursements in employees' wages**. The new tax law suspends the exclusion for qualified moving expense reimbursements. Items that qualify for reimbursement and are not included in the employee's taxable income are:

1. Transportation of household goods and personal effects:
 - Cost of an insured moving company
 - Cost of truck rental in a self-move situation
 - Mileage or gas (at the prevailing federal standard mileage rate for moving expenses)
 - Packing supplies and furniture pad rental
 - Parking fees and tolls while in transit
 - Car shipping cost
 - Storage charges incurred in transit and for foreign moves
2. Travel to the new household:
 - Lodging while in transit (one night at the old location & one night upon arrival at the new location)
 - Mileage or gas (at the prevailing federal standard mileage rate for moving expenses)
 - Parking fees and tolls while in transit
3. Expenses that do not qualify as moving expenses and will not be reimbursed include:
 - Real Estate expenses associated with buying/selling a house (including but not limited to: remodeling/home improvements, closing costs, mortgage fees, points, or real estate taxes)
 - Automobile registration costs, tags, or driver's license
 - General repairs, maintenance, insurance, or depreciation for your car
 - Security deposits on an apartment or utilities
 - Meal expenses incurred during relocation
 - Moving boats, recreational vehicles, or antique cars
 - Kenneling of domestic pets
 - Storage for an extended period of time after the move
 - Any expenses for which you take a business deduction
 - Additional expenses for pre-move house-hunting expenses, sightseeing, or the extra expense of taking a circuitous, scenic route
 - Expenses of entering into or breaking a lease
 - Losses from disposing of memberships in clubs

One-half the relocation expense reimbursement shall be repaid to Converse University if the faculty or staff member, for reasons within his/her control, leaves the University prior to one year of employment. Any exceptions to the above must be pre-approved by the Vice President for Finance and Business.

Version History

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