Employee Moving/Relocation Guidelines

The employee’s offer letter will detail the amounts for the moving and/or relocation allowance. Moving and relocation expenses will be paid directly to the employee in the form of a moving allowance. (Policy 10.013)

Tax Information

Please note Federal income, Social Security, and Medicare taxes will be deducted from your moving allowance. For additional tax questions please consult your tax professional.

*All moving/relocation expenses incurred beyond the approved monetary amount included in the offer letter are the sole responsibility of the individual.*

Department administrative personnel are responsible for the following processes:

- Processing ePAR in HRIS to payout the amount of the Moving Allowance to the new faculty/staff member.
- Balance moving and relocation allowance amounts stated in the employees offer letter to the amount that posts to the payroll information in cognos to insure no overpayment of funds.

*All ePAR chartstrings for moving/relocation expenses should include a faculty recruiting purpose code of 10003.*

Instructions for department reimbursement

Contact Dilana King by email with the following information:

- The approved position number.
- The chartstring that incurred the expenses.
- The total amount of moving allowance given in the offer letter.

Once all needed information is received the Provost office will process an ABA to complete the reimbursement to the department. Additional information regarding Faculty recruitment and Hiring expenses reimbursement can be found on the VPAA site under faculty resources.