

## Employee Moving/Relocation Guidelines

The employee's offer letter will detail the amounts for reimbursement of moving and/or relocation expenses. Moving and relocation expenses are not to exceed the dollar amount or time period specified in the offer letter, but unless otherwise stated VPAA will not approve any moving expenses incurred after twelve months from hire date. ([Policy 10.013](#))

*The appropriate Vice President or President must approve Moving/Relocation expense reimbursements before payment is processed regardless of funding source.*

### **The Provost office may reimburse for the following moving expenses:**

- One trip involving the actual costs of moving household goods and personal effects with a rental vehicle or moving company.
- The cost of packing and crating household goods and personal effects including items belonging to a spouse/partner and/or dependents.
- Transportation or relocation expenses incurred to move family pets to the new location.
- The cost of supplies to pack or crate belongings.
- The shipping of one vehicle.
- The cost of traveling in personal vehicle directly from the old home to the new home (calculation based on actual receipts for gas or using the standard state mileage rate).
- Reimbursement of toll expenses, if receipts are available.
- Meal expenses with original receipts.
- Lodging expenses during travel from the old home to the new home.
- Travel expenses for up to two house hunting trips (airfare, lodging, and mileage or rental car expense).
- In transit storage for up to 30 consecutive days.

UNT is part of the E&I Cooperative Services that has discounted relocation services. Using an [E&I moving vendor](#) is highly encouraged but not mandatory (link to vendor list can only be accessed by active employees and will require a EUID and password). If a vendor is used that is not on the E&I vendor list for moves over \$5,000 it is required to obtain three written bids two of which must be HUB vendors. An explanation must be attached to the reimbursement request if the lowest bid is not selected. The department administrator can help in this process and submit the requisition through the EIS system to pay the vendor directly and avoid any direct out of pocket expense.

### **The following expenses are not reimbursable as moving/relocation expenses:**

- Spouse/partner or dependent travel for sole purpose of seeking new employment.
- Transaction or sales commission fee for the sale of property.
- Real-estate expenses.
- Utility and phone installation.
- Loss of security deposits.
- Any other expense deemed to be unrelated to UNT.

## Tax Information

Please note Federal income, Social Security, and Medicare taxes will be deducted from your moving expense reimbursement. All moving expense reimbursements must comply with State of Texas and UNT System guidelines, and must be accompanied with receipts.

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

Employees should work with their department administrative personnel to receive reimbursement for their moving/relocation expenses.

Though many of the expenses for moving/relocation are travel related in nature they should be submitted on a requisition in EIS and not a travel voucher.

### **Department administrative personnel are responsible for the following processes:**

- Retain receipts from the employee and attach them along with the employee offer letter to any requisitions made in the EIS system for reimbursement.
- Processing the EIS requisition for reimbursement for vendors and employees to obtain payment for moving/relocation expenses.
- Balance moving and relocation expenses against amounts stated in the employees offer letter to insure no overpayment of funds.

***\*All requisitions 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 incurred.
- A statement that all backup documentation is on file in the department office.

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](#).