	Faculty Relocation Policy	
<u>Responsible Personnel:</u> <ul style="list-style-type: none"> • Faculty Affairs Administrator • Payroll Specialist/HR Manager • Associate Dean for Administration • Department Chair 	Effective Date: 5-1-2020	Revision Date:
Approved: _____ Date: _____ Donna Arnett, PhD, Dean 4-1-200		

Description and/or Purpose: To establish policy and procedure for new faculty relocation, allowable expenses, and expense reimbursement.

Reimbursement for relocation will be limited to expenses enumerated below incurred by the faculty appointee, spouse/partner, and immediate family members who currently live with the faculty appointee. A signed offer letter must be on file with Faculty Affairs specifying employment start date. House-hunting and relocation expenses will be charged to the hiring department’s account. Relocating faculty appointees should be made fully aware of the contents of this policy. Any questionable expenses should be resolved with the HR Manager before the expense is incurred. Because relocation involves many aspects, any exceptions to this policy requires the prior approval of the Department Chair and HR Manager.


To be eligible for reimbursement of house-hunting, moving, and/or relocation expenses, a faculty appointee must meet *all* of the following criteria:

- The appointee must be a new hire or a current employee being assigned to a new location;
- The appointee must intend to fulfill his or her new appointment for at least one year from the date the appointment commences;
- The appointee must be in active status in the payroll system prior to reimbursement of moving and/or relocation expenses; and
- The appointee must be relocating his/her primary residence.

An appointee living less than 50 miles from their new workstation is not eligible for moving/relocating expense reimbursement.

House-Hunting Expenses


- An allowance may be provided by the department to cover house-hunting expenses, such as airline costs, hotel stays, auto rental, or other expenses stated below. The department shall determine maximum amount of reimbursement for the expenses and state amount in the letter of offer, which typically will not exceed a maximum of \$2,500. The actual maximum amount must be stated in the offer letter.
- Reimbursement will be made in the form of a cash payment through the University’s payroll system. The reimbursement is subject to withholding of applicable income taxes and employee taxes and will therefore be reported as taxable wages on the employee’s W-2 form.
- The new appointee’s hiring information must exist in SAP and an additional payment will be created in the payroll system. Payments may not be charged to sponsored projects.

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- Allowable house-hunting expenses include:
 - One trip for the appointee, spouse/domestic partner, and children for the purpose of securing housing.
 - Personal vehicle mileage, if the employee chooses to drive and the amount does not exceed airfare cost.
 - Taxi or rideshare service to/from airport; parking fees.
 - Reasonable cost of lodging and food during authorized trips.
- The reimbursable amount will be determined by receipts submitted and the actual cost will be reimbursed, not to exceed the stated allowable amount
- Disallowable expenses include, but are not limited to:
 - Pet-sitting services and pet kennel expense
 - Child-care expenses
 - Alcohol
 - Security deposits

Residential Relocating/Moving Expenses


- A relocating allowance may be provided by the department. The maximum amount must be stated in the letter of offer and the amount may not exceed \$10,000. The College of Public Health’s policy is that relocation/moving expenses may not be paid or reimbursed in advance of the appointee’s employment start date. Reimbursement will only be made based on the actual distance moved and receipts submitted.
- Reimbursement will be made in the form of a cash payment through the University’s payroll system, which is subject to withholding of applicable income taxes and employee taxes. The payment will be reported as taxable wages on the employee’s W-2 form.
- The University will reimburse the lowest of three bids for actual and reasonable expenses for common carrier transportation related to moving household goods and personal effects from the former primary residence to the new primary residence for the appointee and members of his or her household, including packing, crating, transporting, unpacking, and uncrating household goods and personal effects. Documentation required for reimbursement will be a signed moving contract and itemized receipt showing payment.
- Expenses related to moving professional/scholarly books, records and equipment, including laboratory supplies, should be arranged separately. Prior to incurring these expenses, the appointee should discuss with the appropriate hiring authority whether these expenses are reimbursable and what documentation is required for reimbursement.

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- If the appointee elects to move household goods and personal effects on his or her own, costs of renting a moving van, truck, or trailer and moving equipment (e.g., hand truck) are reimbursable, as are moving supplies (e.g., packing materials and boxes).
- An allowance for temporary housing expenses may be provided by the department. The amount must be stated in the offer letter and may not exceed \$1,500 per month for a maximum of three months. Documentation required for reimbursement includes a signed rental agreement and itemized paid receipt. Any temporary housing cost paid will be part of the overall relocation allowance. Reimbursement will be made in the form of a cash payment through the University’s payroll system, which is subject to withholding of applicable income taxes and employee taxes. The payment will be reported as taxable wages on the employee’s W-2 form. Payments must not be charged to sponsored projects.

Disallowable expenses include, but are not limited to:

- Assembly and disassembly of unusual items such as swing sets, swimming pools, satellite dishes, hot tubs, etc.
- Transportation of a motor home, camper, recreational vehicles, trailers, boats, snowmobiles, personal motorcraft, airplanes, building supplies, farm equipment, woodworking or other heavy tools, or other non-household items.
- Transportation of more than one motor vehicle.
- Transportation of exotic animals or livestock.
- Transportation of special, large or unusual equipment or collections, not generally a part of or used in an ordinary household.
- House cleaning services or cleaning of carpet, draperies, etc. for both old and/or new residence.
- Damage to or replacement of articles moved.
- Insurance premium over and above the cost of insurance ordinarily provided by the moving company.
- Realtor or similar fees in connection with sale of old and/or purchase of new residence.
- Connecting and disconnecting utilities, and utility deposits
- Food
- Plants
- Property taxes; vehicle registration fees/taxes
- Security deposits
- Enhancements to the condition or appearance of the former or new residence
- Rental car insurance

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<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Approved:</td> <td style="width: 40%;">Date:</td> </tr> <tr> <td>Donna Arnett, PhD, Dean</td> <td>4-1-200</td> </tr> </table>	Approved:	Date:	Donna Arnett, PhD, Dean	4-1-200		
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- Fuel for rental car or personal vehicle after arriving in the Lexington area
- Home search service fees
- Mortgage payments

University Business Procedures: [Relocation Allowance for Hired or Transferred Faculty and Staff](#)

CPH Process: Payroll action taken as needed.