



## NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

### Moving and Relocation Expense Reimbursement Procedure

#### **Procedures for Requesting an Employee Relocation Expense Reimbursement**

Note: Moving expense reimbursements are fully taxable in accordance with federal tax law.

Relocation expense reimbursements are available only to University employees required to relocate to a satellite location within the University when a change in assignment involves a transfer of the employee for the advantage and convenience of the University. The new duty station must be 50 miles or more from the existing (or prior) duty station.

State funds may be used to reimburse a current employee's relocation moving expenses, but strict approval and receipts documentation is required. If non-state funds are to be used, the department may, at their discretion, utilize the Moving Allowance Policy. In either case, the reimbursement payment must be made through the employee's payroll.

When state funds are utilized The North Carolina Budget Manual Section 6.6 "Moving and Relocation" governs moving reimbursements and the documentation required.

**"Moving-related expenses"** include those related to house hunting, moving truck rentals, hiring of moving companies, costs for shipping household items and related supplies, costs to store household items before or during the move, costs to ship household pets, mileage incurred during the move, other move-related costs such as connecting/disconnecting utilities, and temporary living arrangements.

Before the University Provost can offer a moving expense reimbursement under this policy (vs. the Moving Allowance Policy), the employee must request a reimbursement amount by submitting to the supervisor a completed "PRE-AUTHORIZATION TO REIMBURSE EMPLOYEE MOVING EXPENSES FOR TRANSFER TO NEW UNIVERSITY WORK SITE" form. The

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form requires competitive mover quotes, mileage cost estimates, and other moving related expense estimates.

When an appropriate amount has been determined, the Dean will recommend the amount to be include in the provost's offer letter.

After the move, the approved Pre-authorization to Reimburse Employee Moving Expenses form is to be attached, with receipts, to a check request signed by the approving authority and submitted to the Budget Office for final review.

- (a) If there are insufficient funds, approval must have been given by the Budget Office prior to making an offer to the employee.
- (b) Once approved, the appropriate budget approving authority (Budget Office, Foundation, or Contracts & Grants) will route the form directly to Payroll to process on the next available payroll cycle.

### **Discontinuation of Employment**

Employees that leave the University prior to 90 days of employment or relocation must reimburse the University 100% of any allowance/reimbursement received (gross, not net of taxes). It will be the responsibility of the hiring department to recover the funds.

- 1) If the resigning employee is still employed (in pay status), the funds can be recovered in that employee's final paycheck, but the Payroll Department must be notified immediately, before the payroll cutoff deadline.
- 2) If the employee has left the University, the hiring department must require a payment made payable to N.C. A&T State University. The department will deposit the check with the University Cashier into their fund, and send copies of their transmittal, deposit receipt, and explanation to the Payroll Department as soon as possible.

**Attachment Below: PRE-AUTHORIZATION TO REIMBURSE EMPLOYEE MOVING EXPENSES**

**NORTH CAROLINA A&T STATE UNIVERSITY  
PRE-AUTHORIZATION TO REIMBURSE EMPLOYEE MOVING EXPENSES  
FOR TRANSFER TO NEW UNIVERSITY WORK SITE**

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_
2. Street Address: \_\_\_\_\_ City: \_\_\_\_\_
3. State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
4. Banner ID: \_\_\_\_\_ Department: \_\_\_\_\_
5. Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Acct: **73903** Program: \_\_\_\_\_

*Tax Reportable Moving Expenses*

6. Cost of Rental Truck to move household items: \$ \_\_\_\_\_  
*(Attach copies of at least two quotes for the move.)*
7. Cost of supplies purchased to package or crate goods: \$ \_\_\_\_\_
8. Cost of professional moving company *(Attach two quotes.)*: \$ \_\_\_\_\_
9. Cost of shipping household items: \$ \_\_\_\_\_
10. Cost to store household items for a maximum of  
30 days from the date of arrival: \$ \_\_\_\_\_
11. Cost of connection or disconnection utilities due to move: \$ \_\_\_\_\_
12. Cost to ship vehicle or \_\_\_\_\_ \$ \_\_\_\_\_
13. Reimbursable Mileage: Miles \_\_\_\_ @ State Budget rate \$ \_\_\_\_\_
14. Cost to ship household pets: \$ \_\_\_\_\_
15. Lodging cost for members of household during move: \$ \_\_\_\_\_
16. Airfare for members of household: \$ \_\_\_\_\_
17. Parking or tolls paid during move: \$ \_\_\_\_\_
- 18. Total Authorized Moving Expenses:** \$ \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Vice Chancellor or Chancellor Signature: \_\_\_\_\_

Budget Approving Authority Signature: \_\_\_\_\_

*(For payments to be made from contract/grant accounts, approval should be given  
by Contracts & Grants Office)*

**Note:** *Attach appropriate documentation of expenses (receipts, etc.)*