



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. VI –PERSONNEL 1.0

MOVING AND RELOCATION EXPENSE ALLOWANCES AND REIMBURSEMENTS

UNIVERSITY POLICY

I. Purpose

The following policy and associated procedures govern the payment of moving allowances and the reimbursement of moving expenses.

II. Scope

Applies to all NC A&T State University employees. Different procedures and requirements govern if paying an allowance or paying a reimbursement for moving expenses. In compliance with Internal Revenue Service directives, all allowances or reimbursements will be reported to the employee as a taxable benefit subject to appropriate withholdings. This policy includes the following guidelines:

Section III. Moving expense allowance for new employees.

Section IV. Relocating a current NC A&T employee to a new University job site.

Section V. Discontinuation of employment.

Section VI. Prospective Employee Recruitment - the Travel Authorization process.

III. Guidelines for Moving Expense Allowances

A. General Guidance

Scope:

Moving allowances may be made available to new employees who are recruited for full-time, permanent positions and whose move will be from outside a 50-mile radius of the

Greensboro area. Non-state funds must be utilized when providing a moving allowance, and the payment must be made through the employee's payroll.

Who May Receive a Moving Allowance

In general, the University may provide a moving allowance for Senior Officers including the Chancellor, Vice-Chancellors, Assistant/Associate Vice-Chancellors and Deans. For other individuals, written approval must be obtained from the Chancellor or appropriate Vice Chancellor *prior* to any commitment being made and after identification of funds.

Source of Funds for Moving Allowance

Allowances for employee moving expenses must be paid out of non-state funds with prior Chancellor or appropriate Vice Chancellor approval. Moving allowances may be paid out of Contract and Grant funds only with the prior approval of the C&G office, Principal Investigator/Project Director and the appropriate Senior Officer.

Time Frame for Payment

- Moving allowances must be paid within the first year of employment.
- The moving allowance can be paid on the employee's first paycheck provided that:
 - 1) all Division of Human Resources hiring process steps are completed so that the employee and their job is established in Banner, and
 - 2) the allowance form has been submitted to Payroll prior to the payroll submittal deadline (the 10th of the month).
- For 9-month faculty, a moving allowance may be processed in the faculty member's first payroll distribution after employment (typically the end of August).

Eligible Expenses and Documentation

Because moving allowances are now fully taxable, no supporting documentation or receipts are needed when submitting a moving allowance request. This moving allowance replaces the need for moving expense reimbursements. As such, all moving-related expenses are the responsibility of the employee. The moving allowance is a taxable lump sum payment, intended to offset some of the employee's moving-related costs at the discretion of the hiring department. *No moving-related expenses can be paid outside of the Moving Allowance Form.*

B. Approved Allowance Levels

Approval must be acquired from the Chancellor or appropriate Vice Chancellor *prior* to the employee contracting for moving expenses to be paid by the University. The hiring department should contact the Budget Office to discuss fund availability prior to a moving expense allowance offer being made to the new employee.

Senior Academic and Administrative Officers (Tier I SAAO)

Departments can submit a total allowance up to the following:

- Chancellor: Negotiated with UNC Board of Governors
- Provost and Vice Chancellors: \$10,000
- Other Chancellor Senior Officers: \$10,000
- Deans: \$10,000

Other Senior Academic and Administrative Officers (Tier II SAAO)

Departments can submit a total allowance up to the following:

- Associate/Assistant Vice Chancellors/Vice Provost: \$7,500
- Associate/Assistant Deans: \$7,500
- Directors of major administrative, educational, research, public service centers: \$7,500

Faculty

Departments can submit a total allowance up to the following:

- Faculty - Administrators/Chairpersons/Full Professors: \$5,000
- Faculty - Assistant/Associate Professors: \$3,000
- Moving allowances are not considered "special pay" subject to the "3/9ths" rule for 9-month faculty.

EHRA/SHRA Non-Faculty Staff

Departments can submit a total allowance up to the following:

- Athletics Coaches: 5% of base salary
- Department Head: \$5,000
- FLSA Exempt Professional Staff: \$3,000
- Other employees: Contact the Talent Solutions Office in the Division of Human Resources for guidance.

EXCEPTIONS: Any proposed allowance exceeding the above levels needs to be submitted to the Talent Solutions Office in the Division of Human Resources with a justification prior to the allowance being offered to the employee.

IV. Guidelines for Employee Relocation Expense Reimbursements

A. General Guidance

Scope:

Moving 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 utilized with appropriate documentation and receipts, and the payment must be made through the employee's payroll.

Who May Receive a Moving Expense Reimbursement

A moving expense reimbursement is available to any current University employee who is required to relocate for the advantage and convenience of the University. Moving expense reimbursements are not allowable for initial employment or if the employee requests the change. The North Carolina Budget Manual Section 6.6 "Moving and Relocation" governs moving reimbursements and the documentation required when state funds are utilized. The reimbursement payment must be made through the employee's payroll.

Source of Funds for Payments/Reimbursements

Payments and/or reimbursements for employee relocation expenses may be paid out of state or non-state funds with prior Chancellor or appropriate Vice Chancellor approval. If paid from non-state funds, the Moving Expense Allowance process may be followed if approved. Moving expenses may be paid out of Contract and Grant funds only with the

prior approval of the C&G office, Principal Investigator/Project Director and the appropriate Vice Chancellor.

Time Frame for Reimbursement

Moving expenses/reimbursement may be paid no earlier than thirty (30) days after employment and no later than one year since employment.

V. Discontinuation of Employment

Employees that leave the University prior to one year of employment or relocation must reimburse the University 100% of any allowance/reimbursement received (gross, not net of taxes).

VI. Prospective Employee Recruitment

Expenses incurred for job candidates during recruitment are not considered moving-related expenses. The North Carolina Budget Manual Section 5.7.2 “Prospective Professional Employees” governs recruiting reimbursements, and therefore state funds may be utilized. Requests for travel reimbursements to interview candidates must include the approved invitation for interview letter identifying all reimbursable items to the candidate. The University’s Travel Authorization forms (TVL-1, TVL-2) are used to request recruiting travel reimbursements.

Date policy is effective: upon approval

Approved by the Board of Trustees

First approved: September 21, 2018

Revised: