



## Moving and Relocation Policy #1705.005

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
February 8, 2008	May 7, 2025	Division of Human Resources Talent Acquisition & Management

### POLICY STATEMENT

Florida International University provides a monetary allowance to eligible newly hired full-time faculty or staff for the purpose of assisting with the costs of relocating a residence to work at FIU. The decision to offer a moving allowance is within the hiring manager's discretion subject to appropriate departmental approvals. The maximum allowance amount that can be offered is determined by the job level. The allowance amount may not cover all expenses associated with the relocation, and the new hire is responsible for expenses beyond the offered allowance. Appropriate approvals, expenditure limits, repayment requirements if a candidate fails to meet minimum terms of service, and allowances are detailed in the University Moving and Relocation Procedure.

The University may provide a moving allowance prior to the effective date of hire provided that the offer letter has been accepted and the terms of repayment agreement stipulated in the University Moving and Relocation Procedure has been signed.

The moving allowance will be reflected in the employee's earnings, and subject to income taxes. New hires receiving a moving allowance should consult with their tax advisor or the Internal Revenue Service for information about moving-related expenses.

This policy does not constitute a contract of employment. A moving allowance for moving and relocation expenses under this policy does not give the employee any right to continued employment or limit the employee's or FIU's ability to terminate the employment relationship, unless otherwise specified in writing by FIU.

### SCOPE

This policy applies to all new hires, who choose to relocate to accept an employment offer from the university.



#### REASON FOR POLICY

Florida International University is dedicated to attracting valuable candidates to effectuate its academic and research mission. To fulfill this goal, it is necessary to offer competitive compensation packages, including financial assistance to eligible employees to defray the high cost of relocation expenses.

#### DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

#### ROLES AND RESPONSIBILITIES

N/A

#### RELATED RESOURCES

University Moving and Relocation Procedure.

#### CONTACTS

Florida International University  
Division of Human Resources  
Talent Acquisition & Management, PC 234  
Telephone: 305-348-2525  
email: [tam@fiu.edu](mailto:tam@fiu.edu)

#### HISTORY

**Initial Effective Date:** February 8, 2008

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): May 4, 2009, January 1, 2018; January 21, 2021, June 24, 2024; May 7, 2025.



## Moving and Relocation Procedures # 1705.005a

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
February 8, 2008	January 21, 2021	Division of Human Resources Talent Acquisition & Management

### PROCEDURE STATEMENT

This procedure describes the process required to obtain an allowance from Florida International University to assist with moving and relocation expenses for newly hired, eligible full-time faculty and staff employees.

#### **EMPLOYEE ELIGIBILITY**

Non-temporary faculty and staff are eligible to receive this benefit so long as the distance between the employee's new work location and the former residence is at least 50 miles one way.

If the new hire's spouse is also starting work at FIU and is also eligible for moving and relocation expenses, a moving allowance will be paid to one employee only for moving the primary household to the new residence and other relocation expenses that pertain to either or both individuals.

#### **MOVING ALLOWANCE**

The University may provide an allowance to assist in paying for moving expenses and out of pocket relocation costs. The allowance is not a reimbursement, and, as such, FIU does not require receipts. The allowance is a one-time payment which will be reported as income and will be subject to employment taxes. The employee receiving an allowance will assume the burden of working with a tax advisor to determine the income tax impacts of the moving allowance.

#### **MOVING ALLOWANCE LIMITS**

The University limits the amount provided as a moving allowance based upon level of the position. Below are the maximum allowances for each level:

- Directors, Assistant & Associate Vice Presidents, Assistant and Associate Deans, and faculty, up to \$20,000
- Deans, *strategic hires*\*, Vice Presidents and President, up to \$50,000
- All intercollegiate athletic hires, up to \$10,000
- All other employees, up to \$5,000

The amount for the allowance will be based on the circumstances of the move and the individual budgets of the hiring departments. The limits defined above are the maximum, however the moving allowances may be less. The full amount of the moving allowance will be reported as taxable income.

Any request to exceed these limits must be approved, in advance, by submitting the Presidential Approval form, with a letter of justification for the requested exception, and including the details of the full proposed offer to reflect all components of compensation.

#### **MINIMUM TERMS OF SERVICE**

A minimum of one-year full time service for staff, or 39 weeks for faculty, commencing on the effective date of hire is required for all employees receiving a moving allowance. The minimum term of service must be stipulated in the offer letter and the Electronic Personnel Action Form (ePAF) moving allowance request. The minimum term of service may be greater than one-year full service based upon the allowance amount, replacement search costs, and negative impact on critical programs. If the employee voluntarily discontinues employment at FIU before the required one year of service time frame stipulated in the offer letter, the employee will refund to the University the gross amount of the moving allowance.

#### **TAXABLE INCOME**

The University will comply with all applicable IRS Regulations to determine taxability and reporting requirements for moving expenses. Employees are urged to consult their tax advisors on the taxability of the moving allowance paid by the University.

#### **APPROVAL AND REQUEST FOR PAYMENT PROCESS**

The hiring department is responsible for securing all approvals and signatures in advance of any commitments being made to the finalist for the position. Below are the approval requirements:

- A moving allowance being fully funded by the hiring department requires approval by the unit's Vice President or Dean.
- A moving allowance being paid by central University or non-departmental foundation funds requires, in addition to the unit's Vice President or Dean, the additional approvals by the Provost and Senior Vice President for Finance and Administration.

After a conditional offer with a moving allowance is accepted by the new hire, all required sign-on documents received by the Division of Human Resources, the hiring department will prepare a request for moving allowance by completing an ePAF, available in PantherSoft HR through Manager Self-Service. Enter the new hire's Panther ID and click Enter a New Value. Select the Action One Time Payment > Earning Code for Moving Allowance (MAL), and the amount of the moving allowance. Upload the



offer letter that reflects the moving allowance and submit. The completed request will be routed for approvals, with final review and approval by the Director of Talent Acquisition and Management in the Division of Human Resources.

*Strategic hire* is a formal designation of a position. A strategic hire designation requires justification by the Dean or Business Unit Vice President and submission of the form available in Manager Self-Service > Manager Forms > Recruitment Forms > Strategic Hire Form.