



All University Employees

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
MOVING AND RELOCATION POLICY	February 8, 2008	1705.005

POLICY STATEMENT (R*)

Florida International University will pay for moving expenses, reimburse incurred expenses, provide a monetary allowance or offer a combination thereof for eligible full time faculty and staff. Reimbursements and allowances may cover many of the costs incurred by relocating an eligible employee; however, they will not necessarily cover all expenses associated with the relocation. Approval of expenses associated with moving and relocation must be obtained in advance. Required approvals, permissible relocation expenses, expenditure limits and allowances are detailed in the University Moving and Relocation Procedure.

All relocation expenses must be incurred within 12 months from the effective date of hire. The University may pay for relocation expenses incurred prior to the employee’s effective date of hire so long as the offer letter or any necessary agreement stipulated in the University Moving and Relocation Procedure has been signed.

This policy is subject to federal statutes regarding move distance requirements related to eligibility for tax deduction. The distance, over the shortest most commonly traveled route, from the former residence to the new work location must be greater than 50 miles.

This policy does not constitute a contract of employment. An eligible employee’s receipt of reimbursement and/or an 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.

REASON FOR POLICY (O*)

Florida International University is dedicated to attracting valuable people to effectuate its academic and research mission. To fulfill this it is necessary to offer competitive compensation packages, including financial assistance to eligible employees to defray the high cost of relocation expenses. The policy’s goal is to help eligible employees ease the transition from an existing home environment to South Florida enhancing their ability to become productive in this new work environment.

RELATED INFORMATION (O*)

University Moving and Relocation Procedure.

HISTORY (R*)

Effective Date: February 8, 2008; Revision Date: May 4, 2009.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Recruitment Services
Division of Human Resources
11200 S.W. Eighth Street, PC 236
Miami, Florida 33199
Telephone Number: 305-348-2181

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For any questions or comments, the “Document Details” view for this policy online provides complete contact information.