



*All University Employees (faculty and staff)*

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

**PROCEDURE STATEMENT (R\*)**

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. Terms in bold print indicate their explanation in the Definitions section below.

**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 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 tenure-track faculty, up to \$15,000
- 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 the President, 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. Factors to consider in determining the minimum term of service include the amount given, the burden placed on the department to fund the allowance and the criticality of retaining the employee. If the employee voluntarily discontinues employment at FIU before the required one year of service, the employee will refund to the University the gross amount of the moving allowance. It is recommended that if a significant amount is to be paid as a moving allowance to an employee, the Vice President or Dean should consider protecting the University by increasing the minimum time of service, even if the amount to be repaid is pro-rated. For example, if the required term is set for three years, a relocated employee departing during the first year requires 100% repayment by the employee, while leaving any time thereafter would require a repayment balance that declines by 1/24 every remaining month.

**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 which includes a moving allowance has been accepted by the new hire, and all required sign-on documents have been submitted to the Division of Human Resources, the hiring department will prepare a request for moving allowance by completing an Administrative/Staff Change in Status Form, available in PantherSoft HR through Manager Self-Service - Manager Resources – Manager Forms – Compensation - Administrative/Staff Change in Status Form. For Action, the code for Moving Allowance (MAL) is selected, and the amount of the moving allowance entered. The hiring department will send the completed and approved form, with a copy of the offer letter indicating the moving allowance, for final review and approval by the Director of Talent Acquisition and Management in the Division of Human Resources.

**RELATED INFORMATION (O\*)**

Moving and Relocation Policy – 1705.005

**DEFINITIONS (R\*)**

**Strategic Hire** - A strategic hire is defined as a position that is critical to the university's operation or to the implementation of a key priority project, and whose hiring is in the University's best interest. The University President, with the recommendation of either the Provost or Senior Vice President for Finance and Administration, must approve the designation of a position as a strategic hire as well as any individual considered to be a strategic hire prior to any offer being communicated to the prospective employee. A Strategic Hiring Form will be submitted to the Provost or Senior Vice President for Finance and Administration by the Business Unit Vice President or Dean delineating the strategic justification. Information on how to access the Strategic Hiring Form is available in the "Document Details" section of the online version of this procedure document.

**HISTORY (R\*)**

**Effective Date:** February 8, 2008; **Revision Date(s):** May 4, 2009, March 2012, January 1, 2018

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Talent Acquisition and Management Department

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Talent Acquisition and Management Department  
Division of Human Resources  
Florida International University  
11200 S.W. Eighth Street, PC 234  
Miami, Florida 33199  
Telephone Number: (305) 348-2500

Purchasing Services  
Florida International University  
11200 S.W. Eighth Street, CSC 410  
Miami, Florida 33199  
Telephone Number: (305) 348-2161

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this procedure online provides complete contact information.

**FORMS/ONLINE PROCESSES (O)**

Strategic Hiring Form

Administrative/Staff Change in Status Form

Travel and Other Expenses Manual

Expense report created on behalf of a non-employee (Approved house-hunting travel as specified in job offer.)

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

**\*R = Required**

**\*O = Optional**