



All University Employees

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

PROCEDURE STATEMENT (R)

This procedure describes the process required to obtain payment or reimbursement from Florida International University for moving and relocation expenses for 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 employee’s spouse is also starting work at FIU and is eligible for moving and relocation expenses, reimbursements of such expenses will be paid to one employee only for moving primary household to the new residence and other relocation expenses that pertain to both individuals.

MOVING AND RELOCATION REIMBURSEMENT AND ALLOWANCE

The University may reimburse employees for moving expenses and/or provide an allowance to assist in paying for moving expenses and out of pocket relocation costs. All reimbursements will require that original receipts be provided and a corresponding expense report completed. The allowance does not require receipts but represents income subject to employment taxes. The employee receiving an allowance will assume the burden of declaring moving expenses as deductions in their personal tax forms. The hiring manager can determine whether a reimbursement or allowance or a mix of both is the most appropriate option for each hire and seek necessary approvals.

PROCESS FOR USING CONTRACTED AND NON-CONTRACTED VENDORS

The University will only directly reimburse SUS Contract Vendors for moving services. A list of contracted moving vendors can be found in the University Purchasing website (http://finance.fiu.edu/purchasing/3contra_employee_moves.html). Multiple quotations are not required when using a contracted moving company. The employee sends the quotation to the hiring manager who forwards it Human Resources. It is the responsibility of the hiring manager to ensure that a requisition is generated, approved and sent to the Purchasing Department. It will be the responsibility of Human Resources to work with the Purchasing Department to ensure that a subsequent Purchase Order is issued and with Payroll so all tax liability is addressed. If a Purchase Order is issued then the selected contract moving firm, under the FIU contract, will direct bill FIU and be paid under the Purchase Order payment process.

Non-contracted vendors may only be used if a) two written quotations are obtained less than \$49,500, one of which must be a SUS contracted vendor, submitted and approved by the hiring manager, or b) the employee is paid an allowance for moving and relocation expenses. For a reimbursement of third party moving companies, once the physical move concludes, the employee completes the standard Expense Reimbursement Form and submits it to Human Resources which in turn will coordinate with Accounts Payable for reimbursement and Payroll so that the final reimbursement amount is used to calculate any tax liability.

PERMISSIBLE EXPENSES FOR MOVING REIMBURSEMENTS

When an employee is being reimbursed for using a contracted and third party vendor, moving expense will be limited to:

- Cost of packing and shipping of primary residence household goods
- Cost of moving automobile
- Cost of moving mobile home, if used as primary residence.

Travel by employee and up to one additional individual using a common carrier or travel using employee’s personal vehicle from former residence to new work location. One night lodging per 500 miles between former and new residence will be reimbursed up to

the General Services Administration (GSA) Rate when employee uses his/her personal vehicle. This rate can be obtained in the GSA website at <http://www.gsa.gov/portal/category/21287>.

Employees using a contract or third party vendor will not be reimbursed for items that exceed the list provided above including:

- Unpacking of household goods
- Additional insurance beyond the normal liability of the SUS Contracted Vendor
- Cleaning of any residence in connection with a move

Employees choosing to undertake a self-move, will only be reimbursed for:

- Rental of truck and any equipment necessary to complete the household move
- Insurance on truck, but not content
- Boxes, tape, packing materials
- Mileage for one personal automobile
- Fuel for truck and one personal automobile
- Tolls
- One night lodging per 500 miles between former and new residence up to the General Services Administration (GSA) Rate when employee uses his/her personal vehicle. This rate can be obtained by visiting <http://www.gsa.gov/portal/category/21287>.

PERMISSIBLE EXPENSES FOR RELOCATION REIMBURSEMENTS AND ALLOWANCES

Relocation expenses will be limited to:

- House hunting expense for employee and one companion
- Interim housing up to 12 months
- Storage of household goods
- Cancellation penalties associated with a lease
- Payment towards property rental or purchase of primary residence
- Brokerage and financing fees for purchase or sale of home
- Closing costs

REIMBURSEMENT AND ALLOWANCE LIMITS

The University will reimburse or provide an allowance based on the following limits:

- Directors, Assistant & Associate Vice Presidents, Assistant and Associate Deans, and Tenured 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 reimbursement and allowances will be based on the individual budgets of each of the departments.

Any requests that exceed these limits must be approved by the President.

Strategic Hires will be defined as those positions that are critical to the university's operation or to the implementation of key priority projects, 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 individuals considered Strategic Hires 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 hiring manager 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.

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 and/or relocation reimbursement or 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 reimbursement and/or 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 moving and relocation reimbursements (i.e. actual payments received by the employee and any payments to third parties on the employees behalf, plus all taxes deducted that relate to those payments). It is recommended that if a significant amount is paid to or for 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 for three years, 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 federal income tax withholding and Form W-2 reporting requirements for payment or reimbursement of moving expenses. Employees are urged to consult their tax advisors on the taxability of all expenses paid on their behalf or reimbursed by the university.

Moving expenses excluded from taxable income are defined as a) the reasonable cost of moving household goods and personal effects from the former residence to the new residence and b) traveling (including lodging but not meals during the period of travel) from the former residence to the new place of residence. Other expenses detailed in this procedure may be reimbursed but will be paid through the payroll system with the appropriate taxes withheld. The University must include in the employee's gross income as wages any reimbursement of, or payments for, nondeductible moving expenses in his/her IRS Form W-2.

APPROVAL PROCESS

Approval of offer letter by the corresponding senior executive listed below delineating the moving and relocation expenses must be obtained in advance of incurring the expenditure.

- If the offer letter solely provides reimbursement for moving expenses, a Vice President or Dean may approve.
- In those cases where a Moving and Relocation reimbursement and/or allowance are offered and each department is fully funding the corresponding cost, additional signatures are not required.
- In those cases where central university or non-departmental foundation funds will be used to cover a Moving and Relocation reimbursement and/or allowance, the additional signatures of the Provost and Senior Vice President for Finance and Administration are required.

RELATED INFORMATION (O*)

Moving and Relocation Policy.

DEFINITION (R)

Moving Expenses – Limited to the cost of packing, transporting, and unloading of primary residence household goods or mobile home (if primary residence), and expenses for moving an automobile.

Household Goods – Personal effects and property.

Strategic Hire - Those positions that are critical to the university's operation or to the implementation of key priority projects, and whose hiring is in the University's best interest.

HISTORY (R*)

Effective Date: February 8, 2008; Revision Date(s): May 4, 2009, March 2012.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
& Purchasing Department

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Recruitment Services
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

University Purchasing Website

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

***R = Required**

***O = Optional**