4.10 Employee Relocation Expenses

Purpose: To provide guidance for University staff when awarding employee relocation expenses.

Authorization by Board or Regents:

Institutions under the Board of Regents may pay expenses for packing and moving of a person’s household goods and other personal effects for full-time employees, including faculty and institutional officials, professional and scientific staff, and other full-time employees who are comparable in rank to assistant professor or above. Packing and moving expenses for full-time employees not defined above may be granted by specific approval of the appropriate dean/director or their designee. The employee must change his or her place of personal residence beyond 25 miles. Reimbursement for relocation expenses shall not include reimbursement for the expense of moving animals. All relocation expenses are taxable.

Board of Regents, State of Iowa Policy Manual, Chapter 2.1, Section 4.Q

Procedures for Approval and Payment:

1. Payment of relocation expenses or any portion thereof is not mandated. Reimbursement, when made, will be limited to actual moving expenses not to exceed the cost of packing and moving an employee's household goods and other personal effects. In any particular case, payment may be limited to a certain dollar maximum amount. Reimbursement for expense of moving animals is specifically excluded.

2. The agreement to pay relocation expenses or any portion thereof must be made in writing in advance. The agreement must clearly indicate the maximum dollar amount that will be reimbursed in the particular case. The divisional vice-president or the academic deans must approve the agreement, if the Vice-President for Academic Affairs grants authority for such approval to the deans.

3. To effect payment to the employee the department must submit a Request for Payment (RFP) for such payment to the Office of Business Operations. A copy of the agreement must accompany the RFP for such expenses to be paid. The RFP must also be supported by an itemized statement of actual relocation expenses, which in turn must be supported by appropriate receipts. In the case of a move by the employee using a rental truck, trailer, or other vehicle, the employee must also submit an estimate of moving expense from a commercial mover for performing the move.

4. After a new faculty/staff member has accepted their employment, travel expenses may be reimbursed if specifically identified in the offer letter. The University will cover up to one trip for the employee and their partner, if noted, for arranging housing. These expenses are part of the total relocation expense award. Reimbursements will be based on University Travel Guidelines.

5. There is no general university budget or fund for paying relocation expenses. The cost of such expenses will be charged against the supplies and services budget of the particular department involved or to such other budget or fund as provided by the approving official. The approval of the relocation expense agreement by the approving official is also a commitment by that official that such departmental or other funds will be available.

6. Reimbursement for all relocation expenses must be submitted to Office of Business Operations within 30 days from the move date.
Senior Vice President for Finance and Operations