

Valdosta State University Relocation Expenses Procedure

In order to attract highly qualified faculty and staff, the University may choose to reimburse deductible relocation expenses of specific amounts that are set out in written employment letters.

The University will reimburse deductible relocation expenses for new regular faculty and staff if:

- the University is in danger of losing the most qualified candidate, and
- the distance between the old home and the new place of work is at least 100 miles greater than the distance between the old home and the old place of work, and
- funds are available in the department budget.

Reimbursement for relocation expenses is negotiable up to \$2,500 per employee.

A hiring unit that desires to include relocation expenses in a verbal offer of employment should first obtain the written approval to do so from their appropriate Executive level officer with a copy to Human Resources (HR). Human Resources will issue employment letters.

Reimbursed relocation expenses should be prudent, reasonable, and meet the deductible guidelines included in IRS regulations – if costs are questioned, determination will be made by the Vice President for Finance and Administration. Relocation expenses will be reimbursed to the employee through the payroll system upon submission of original itemized receipts with a copy of the written employment letter within 60 days of the employee's hire date to the hiring unit's department budget manager and HR.

Last Revised: June 19, 2017

USG policy: http://www.usg.edu/hr/manual/relocation_expenses

Employee reimbursement form to be submitted to Payroll (along with the receipts):

<http://www.valdosta.edu/administration/finance-admin/financial-services/payroll/documents/moving-reimbursement-form-.pdf>