

## POLICY STATEMENT

The University recognizes the competitive nature of the hiring process and therefore grants the flexibility to reimburse relocation expenses for designated ~~time~~ academic or administrative personnel.

The relocation policy and procedures establish the nature of expenses that can be reimbursed from the University, limits on those expenses, and a timeframe of when these expenses can occur.

1. All reimbursements for relocation expenses are includable in the employee's taxable wages.
2. The University may include an offer to reimburse for allowable moving expenses required for relocation in an offer of employment letter
3. Only the expenses incurred in connection with the move are covered by this policy. Allowable relocation expenses include:
  - a. The cost of packing, crating of furniture, other household items and personal effects including those of immediate family members.
  - b. Transportation of household goods.
  - c. Airfare, in accordance with the University Travel Policy (<https://www1.wne.edu/procurement/accountable/forms/policies-and-procedures.ap.cfm>)
  - d. Car rental (starting on the day of the move through the day of arrival) or mileage at the standard IRS moving mileage rate

