

Shawnee State University

AREA: FINANCE AND ADMINISTRATION	POLICY NO.	4.64 REV
	ADIM.CODE:	3362-4-35
	PAGE NO.	1 OF 1
	EFFECTIVE DATE:	7/1/08
	RECOMMENDED BY:	VPF&A
SUBJECT: MOVING EXPENSE REIMBURSEMENT	APPROVED BY:	Board of Trustees

The purpose of this policy is to provide, when circumstances of employment dictate, reasonable reimbursement of moving expenses. Shawnee State University will reimburse moving expenses for newly hired faculty and staff members under the following criteria:

1.0 ELIGIBILITY

Newly hired faculty and staff members moving to the Portsmouth Ohio area.

2.0 REIMBURSABLE EXPENSES

Moving expenses of household items and other personal property related to the individual's profession. Such expenses may include packing, insurance, disconnecting and connecting appliances.

3.0 INELIGIBLE EXPENSES

Personal travel expense in connection with relocation; storage charges, including in-transit storage and handling charges, expedited moving charges; transportation of animals and pets are ineligible for reimbursement. Transportation of automobiles, boats or trailers, moving building materials, moving property pertaining to a commercial enterprise, moving property which is not the property of the individual's immediate family, and real estate commissions are also ineligible expenses.

4.0 LIMITATIONS AND CONTROLS

Eligible expenses will be reimbursed up to the amount approved by the hiring authority at the time of hire.

The maximum amount to be reimbursed must be expressed in writing in the offer of employment. With express permission from the applicable Vice President or the President, the moving expense reimbursement may be deferred for one additional year (up to two years from the date of hire) at the request of the new employee. In no event will the reimbursement exceed the amount negotiated in the employee's initial employment contract. Any employee taxation penalties or consequences associated with deferring receipt of the moving expenses shall be assumed solely by the employee.

The current fiscal year moving expense reimbursement amount can be found at: <http://www.shawnee.edu/off/bus/resources.html>. This maximum amount for eligible moving expenses may be exceeded only with the express permission of the President.

Failure to complete one year of service for any reason is cause for the University to recoup any moving expenses paid. Prior to reimbursement, original receipts must support expenditures.

Approved 9/17/90; Revised 10/8/99; Revised 7/11/08