

VII-4.40-POLICY ON PAYMENT OF MOVING EXPENSES

I. PURPOSE

To establish implementation procedures for BOR VII - 4.40 – Policy on Payment of Moving Expenses and to define the criteria for the payment of moving expenses for new personnel relocating for employment at Bowie State University (“BSU” or “University”)

II. GUIDELINES AND STANDARDS

As a general practice, BSU may reimburse new personnel for moving expenses who are employed in the positions of Dean, Vice President and President. However, in certain instances other personnel may be approved for reimbursement when in the best interest of the University. Where recruitment necessitates the exercise of this policy and the department has identified funds for such payment from their budget, the following procedures shall apply, if approved.

III. PROCEDURES

- A. Department heads shall identify the potential need and the funding for reimbursement of moving expenses prior to beginning the recruitment process and notify the Office of Human Resources of the availability of funds for moving expenses. Moving expenses will be paid from the budget of the department considering the candidate or other University funds as authorized by the President. The department head must submit a written request to pay moving expenses accompanied by written approval of the area Vice President or designee to the Senior Director of Human Resources for final authorization.
- B. The President may authorize the payment of limited moving expenses for personnel in faculty and staff positions for which the Senior Director of Human Resources has determined that applicants are in short supply.
- C. The President may authorize payment of moving expenses only for normal household goods, including reasonable packing and unpacking. Individuals must provide detailed statements or receipts for eligible moving expenses.
- D. Moving expenses may be authorized only when the distance between the former residence and the Bowie State University location is in excess of 35 miles one way.
- E. Exceptions to the 35 mile limitation may be made by the President or designee for payment of relocation expenses when the relocation is for the convenience of the University.

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- F. It is the responsibility of the individual to determine if any tax liability exists for moving expenses paid by BSU.
- G. Payment of moving expenses will be made directly to the employee and will be processed through the BSU Controller's Office.

IV. EXCEPTIONS

None.

For additional reference and guidance, refer to BOR VII - 4.40 - Policy on Payment of Moving Expenses (approved by the Board of Regents, June 21, 1990).