

Relocation Expenses

Policy/Procedure

The college will pay the first \$1,500 of the necessary and reasonable moving expenses of newly appointed full-time faculty members and employees hired at the Intermediate Administrator category or higher who must move in order to accept a position with the college. In addition, the college pays one-half of the excess of such expenses over \$1,500 up to a maximum of \$3,000 for any one individual or family. All such expenses must be adequately documented with a list of expenses supported by invoices, receipts, etc. Moving expenses paid by the college will be included or excluded from the employee's taxable wages in accordance with current Internal Revenue Service regulations.

Related Information

History/Revision Information

Responsible Division/Office:	Finance and Administration / Human Resource Services
Effective Date:	October 16, 2013
Last Amended Date:	July 1, 2016 – Reviewed in July 2020 by D. Hargrove
Next Review Date:	July 2023
Also Found In:	Employee Handbook