

Western New England University
Relocation and Moving Policy
Effective May 2023

POLICY STATEMENT

The University recognizes the competitive nature of the hiring process and therefore grants the flexibility to reimburse relocation expenses for designated full-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/accounts-payable/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 plus tolls and parking fees. Employees will be reimbursed for the shortest, most direct route available.
 - e. Lodging (during direct one-way trip to the University) and/or temporary lodging while house hunting.
 - f. Shipping of personal car
 - g. Storage expenses for furniture and other household items.
 - h. The cost of only one trip per person may be reimbursed however all family members are not required to make the trip at the same time.
4. The following expenses are not allowable for reimbursement:
 - a. Meals
 - b. Entertainment
 - c. Side trips, sightseeing
 - d. Violations (parking tickets, moving violations)
 - e. Return trips to former residence.

- f. Expenses related to former residence.
 - g. General repairs or maintenance of vehicle resulting from self-move.
 - h. Costs to move a boat, animals, or other non-household items.
 - i. Costs of cleaning a new or former residence; and/or
 - j. Payments to non-professional movers (e.g., friends or family members) who assist you with a move.
5. Appropriate documentation for reimbursement must be submitted within 60 days of the date of the actual move. Below is a listing of types of appropriate support for expenses:
- a. Dated receipts showing itemization for what was paid. This would apply to professional moving expenses, vehicle rentals, lodging etc.
 - b. Reservation confirmations or rental agreements do not show the final amount paid. If documentation does not show the amount being paid then additional support of a bank statement or credit card statement, with account number and other transactions redacted, showing dated expense to vendor can be added to corroborate expense. Bank or credit card statements alone are not sufficient support.
 - c. Both itemized and total receipts are required for meals. If a single receipt shows both itemization of food and beverages purchased and total paid including tip then only one receipt is needed.
 - d. If paying in cash, then a final invoice from vendor showing amount paid in full is required.
6. To discuss direct payment for allowable moving expenses, please contact the Director of Accounts Payable. Using direct payment does not exclude the amount from taxable income to the employee. Payroll will be notified of the amount of direct payment to be included as taxable income in the Employee's W-2.