

Moving Expenses Policy

I. PURPOSE AND SCOPE

The purpose of this policy is to establish the terms and conditions under which employees will be permitted to receive payment for moving expenses. Exceptions to this policy may be authorized by the College President or designee, when deemed to be in the best interest of the College.

II. ELIGIBLE POSITIONS AND EMPLOYEES

Exempt staff at director level and above, and tenure-track/tenured faculty are eligible for reimbursement of moving expenses as outlined in this Policy.

III. PROCEDURES

A. Distance from former to new residence

Moving expenses shall be authorized only when the distance between Goucher College and the employee's former residence increases at least fifty (50) miles over the distance between the former residence and the former place of employment. For example, if the employee's former residence was ten (10) miles away from the former place of employment, Goucher College must be at least sixty (60) miles away from the former residence to qualify.

B. Budget and pre-approval for moving expense payment

Payment for costs associated with moving expenses shall be the responsibility of the hiring department. The funding source should be pre-approved by the Divisional Vice President or President.

The hiring department is responsible for completing and obtaining pre-approval for the reimbursement of an employee's moving expenses during the recruitment/offer process on the Moving Expenses Request Form. (Beginning 4/1/22, approval by the VP will be part of the recruiting business process in Workday and a separate form will not be required.)

A. Form of payment

If eligible and approved, a one-time payment of \$3,000 for moving expenses will be included in the employee's offer letter and will be paid in the employees first paycheck.

C. Payment limits

The College may issue a payment up to a maximum of \$5,000 for exempt staff at the director level staff and above and tenure-track/tenured faculty. The College may issue a payment for Cabinet-level positions up to a maximum of \$10,000.

In the event that a spouse or domestic partner of the employee is also hired by the College and otherwise eligible for moving expenses, reimbursements of any such expenses will be paid to only one employee to move the primary household to the new location.

D. Eligible expenses

The College intends the payment will be used toward expenses incurred in moving normal household goods such as reasonable packing/unpacking costs and the cost of travel to the new residence. However, the payment can be used toward any cost of moving including temporary housing or house hunting costs. The employee has full discretion over the use of the moving expense payment.

E. Ineligible expenses

Additional costs beyond the amount approved and documented in the offer letter are not eligible for reimbursement.

F. Taxability

The moving expense payment will be reported as taxable income to the employee in compliance with IRS guidelines in effect at the time of the reimbursement. Income tax will be withheld when appropriate. The College is required to report all moving expense reimbursements to the IRS on a calendar year basis.

G. Voluntary Separation

If the employee voluntarily separates from employment at the College within twelve (12) months from the date of the hire, the employee shall refund the College the full amount of the moving expense reimbursement. Utilization of this policy confirms the employee's acceptance with the above terms.

IV. RESPONSIBLE OFFICIAL

The [Controller](#) is responsible for administering and updating this Policy.

V. HISTORY

Updated May 2023