

RELOCATION EXPENSES

PURPOSE: To assist the University in recruiting professional employees by providing assistance in the cost of relocation.

POLICY: Assistance with relocation expenses will be available for newly hired professional employees who move within 30 days of starting their employment at Franklin Pierce University on the following basis.

DATE APPROVED: March 2000

REVISED: September 1, 2007

PRACTICE & PROCEDURES:

- I. Employees eligible for relocation assistance upon initial hire:
 - a. Full time faculty are eligible for reimbursement up to a maximum of \$2,500.
 - b. Senior level positions (that report to a Vice-President or the President), Head Coaches and Directors will be eligible for reimbursement up to a maximum of \$2,500.
 - c. Assistant coaches and other professional employees will be eligible for reimbursement up to a maximum of \$1,200.
 - d. If the hiring manager wishes to provide additional relocation assistance, he/she will need to fund the difference from their departmental budget.
 - e. Non-exempt employees are not eligible for relocation assistance.
- II. Guidelines for Reimbursement
 - a. IRS guidelines for reimbursement require that the distance between the old home and the new place of work be at least 50 miles greater than the distance between the old home and the old place of work. If the distance test is not met, then moving reimbursements will be reported as taxable income subject to applicable income and employment taxes.
 - b. The employee is required to submit original itemized receipts with a completed reimbursement form to the Human Resources Office for final approval no later than 6-months after the date of hire.
 - c. If relocation has unusual expenses associated with it, additional funds may be available.
- III. Taxing Reimbursement
 - a. Reimbursement of expenses, defined as "qualified" and "non-qualified" in accordance with current IRS regulations, may be made. Reimbursement of non-qualified expenses is subject to withholding of applicable income and employment taxes. Reimbursements are reported on the annual Form W-2. Guidelines the University will use are found in IRS Publication 521. <http://www.irs.gov/publications/p521/index.html>
 - b. House hunting expenses are not covered under this relocation policy. Expenses for house hunting, if approved by the hiring authority, will be reimbursed through the University's normal reimbursement process and will be charged to the hiring department's budget. This will be reported to

the employee as imputed income and is considered by the IRS to be taxable income.

IV. University Approved Mover

- a. The University has contracted with McLaughlin Transportation Systems Inc., an authorized agent of Mayflower Transit movers. Newly hired faculty and staff are encouraged to utilize these movers if possible. Contact the Human Resources Department at 899-4075 for more information.