

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

Guidelines on Relocation Allowances for New Employees

Authorization and Payment

For new employees, the college will provide a relocation allowance of up to one-half of one month of the employee's negotiated salary. In conducting employment interviews, a chair, supervisor or administrative officer should not make any commitment regarding a higher relocation allowance until approval has been obtained from the dean and recorded by the business office. Higher allowances may require cost share by the department and in no case will the allowance exceed 10 percent of the employee's annual salary. Payment of expenses will be up to the allowance or the actual allowable costs, *whichever is the lesser*. Reimbursements are made through the payroll office and should be processed within 90 days of the employee's start of work.

Reimbursements

Relocation funds are for reimbursement of actual expenses. Moving expenses are, in general, covered according to IRS guidelines. Allowable moving expenses include:

- Travel costs of the employee and members of their household en route from their old location to their new location. This includes a mileage allowance covering the most direct route for no more than two personal vehicles and lodging expenses while en route. The employee and household members need not travel concurrently. Parking fees and tolls may also be claimed.
- The actual cost of moving an employee's personal effects and household goods. The Inter-University Council Purchasing Group of Ohio has contracts in place for household moving services:
<http://www.iucpg.com/PriceAgreementContracts/MovingServices/vendors.pdf>

Departments will inform new employees of these discounted services and encourage their use. WSU can directly pay for services contracted under the IUC agreement with no out of pocket cost for the employee. If employees elect to move themselves, allowable expenses include cost of a rental truck, trailer, and other related equipment; cost of assistance in loading and unloading; and, cost of gas for the rental vehicle.

As part of the relocation allowance, the college also allows claims for reimbursement of the following additional expenses:

- Meals while en route to Wright State.
- Limited temporary living expenses for up to one week, upon arrival.
- One pre-move house hunting trip.

Expenses that cannot be claimed for reimbursement:

- Extended temporary living expenses at either the departure location or in the WSU vicinity.
- Car tags, driver's license fees, general car repairs, maintenance, insurance or depreciation of employee's car.
- Expenses of buying, selling or renting a home, home improvements to help sell a home, loss on a home sale, real estate tax, and storage charges.