

Benefits and Leaves: Moving and Relocation Expenses

Subject: University Human Resources

Policy: Moving and Relocation Expenses

Effective Date: January 1, 2019

Revised:

Review Date: Three (3) years from Effective Date above

Responsible Party: University Human Resources/University Business Services

Applicability: This policy may apply to all categories of employees, except temporary, fixed-term, short-term, and student workers

1. INTRODUCTION AND PURPOSE

This policy establishes the requirements for reimbursement of moving and relocation expenses of employees.

2. REIMBURSEMENT

Any employing department may agree to reimburse moving and relocation expenses of an employee who is newly hired and relocating to the worksite or who is transferred by the university to another worksite. It is within the department's discretion to agree to reimburse any portion of the allowable expenses for the moving and relocation of an employee. The reimbursement is subject to taxation as may be required by state and federal law.

3. WRITTEN AGREEMENT REQUIRED

MSU may enter into a written agreement with an employee whereby the department agrees to pay some, or all, of the employee's moving and relocation expenses. The agreement may be included in the letter of hire or as a separate agreement.

4. GUIDELINES

For specific guidelines involving employee moving and relocation, please contact Payroll Services at 406-994-3651.