

G-32-18 Moving Reimbursement

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The scope (local/regional or national) of each hiring search is identified when the position is posted by Human Resources. A national search process is utilized when the College anticipates that a qualified pool of candidates may not be obtained through a local or regional search process. To be eligible for qualified moving expense reimbursements, the employee must be hired into an administrative, full-time faculty or adjunct faculty position through an identified national search.

Reimbursements will only be paid for qualified and documented moving expenses as defined by the IRS. With this accountable plan, the moving expense reimbursement is taxable. Moving reimbursements are charged to the budget for the Vice President for Instruction Office for full-time and adjunct faculty positions and the specific hiring department for administrative positions. Newly hired, benefitted employees have up to six months from the date of employment to submit receipts for reimbursement of qualified moving expense reimbursements.

The HR moving reimbursement procedure should be consistently applied. However, the College President has the right to make exceptions when they determine it is in the best interest of the College.