Western Kentucky University
Moving Expense Reimbursement Policy for Faculty and Administrative Staff

General
Western Kentucky University does not generally reimburse prospective employees for moving expenses. However, to attract the most qualified individuals for key positions, the appropriate administrative council member must approve exceptions in writing before making a commitment with the new employee. The department requesting the exception will justify the reasons for paying moving expenses and the approved amount, the administrative council member will approve by signing the request. The approved document must be included with the paying document. This policy relates to the spending of general fund dollars.

A. Reimbursement of moving expenses for faculty and professional staff.
   1. Moving expenses allowable for reimbursement
      - Transportation of household goods and personal effects from current residence
      - Packing/unpacking
      - Loading/unloading
      - Incidental moving supplies
      - Insurance
      - Rental truck (including gasoline) and/or trailer.
      - Mileage or gas with an original receipt for a single personal vehicle (prevailing rate for official University travel).

      Note: To be reimbursed for moving expenses the new employee is required to receive three bids and to submit the bids to the hiring department. The hiring department will then select the lowest bid and process a requisition for the lowest bidder. If the employee chooses to have a mover other than the low bidder, the University will only pay the lower amount and the employee will pay the balance.

   2. Moving expenses not allowable for reimbursement
      - Relocation expenses for moves of less than (50) fifty miles. The new principal workplace must be at least 50 miles farther from your old home than your old workplace was.
      - Meals en route to the new job location
      - Temporary local storage of furniture and personal items
      - Temporary local living expenses
      - Any other expenses not specifically allowed in this policy including gratuities

   3. Maximum reimbursement of relocation expenses is limited to the actual costs of allowable expenses supported by original receipts or a maximum of $10,000 whichever is less.

   4. Categories of Employees Covered.
      - Regular full-time faculty positions
      - Regular full-time professional/administrative positions
5. Approval Authority (Moving Expense Reimbursement Agreement)
   - The appropriate dean will approve reimbursement of moving expenses for faculty.
   - The respective administrative council member will approve reimbursement of moving expenses for deans and other positions including professional/administrative positions.
   - The President will approve reimbursement of moving expenses for all direct reports to the President.
   - The new employee will accept the terms to eliminate any misunderstanding.

6. House Hunting Expenses
   - Expenses incurred for the purpose of locating housing may be reimbursed in addition to the $10,000 limitation.
   - Reimbursement is limited to expenses incurred for one visit, not to exceed three days, for actual costs of transportation, meals and lodging for the employee and spouse. (Expenses for other persons, including children, are not reimbursable).

7. Source of Funds
   - Moving expenses may be charged to any operating account of the University, WKU Foundation, or WKU Research Foundation subject to internal or external restrictions that may apply. Note: foundation requirements may be different.

8. Reimbursement Process
   - Reimbursement of moving expenses will be made directly to the employee utilizing a Payment Authorization. The amount paid will be reported to the Payroll Department and will be included on the W-2 for the calendar year in which the payment was made.
   - Direct payment to the moving company is recommended. To make direct payment a requisition should be processed with purchasing. Once an invoice has been received payment will be made to the vendor. Payments made direct eliminate any governmental reporting for the new employee.
   - Reimbursement of house hunting expenses will be reimbursed using a Payment Authorization. These reimbursements are subject to payroll withholding and must be made through the payroll process. Original receipts with a copy of the approved reimbursement agreement must be attached to the Payment Authorization.
   - Payment authorizations and backup should be sent to the Office of the Chief Financial Officer, Travel Office at G21 Wetherby Administrative Building. If you have any questions please call 745-5327.

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