



March 10, 2011

To: Dr. Gordon Emslie, Provost and Vice President of Academic Affairs
Re: University Senate Consultation on Policy

NUMBER 1.2060
DIVISION: Academic Affairs
TITLE: Relocation Expense Reimbursement Policy

The University Senate has been asked for consultation on the policy on Relocation Expense Reimbursement. The policy, with the revision noted in the attached document, was presented to the Senate Executive Committee (SEC) on March 7, 2011. The SEC voted to recommend that the Responsible Officer seek approval of this revision. The policy revision will be presented as an information item to the University Senate at the next meeting.

Thank you for the opportunity to provide input on this policy.

A handwritten signature in black ink, reading "Kelly Madole", with a stylized, flowing script.

Kelly L. Madole, Ph.D.
Professor of Psychology
University Senate Chair

POLICY & PROCEDURE DOCUMENT

NUMBER: 1.2060

DIVISION: Academic Affairs

TITLE: Relocation Expense Reimbursement Policy

DATE: November 1, 2005

REVISED:

Policy for:

Procedure for:

Authorized by: CAD

Issued by:

I. Purpose and Scope

This policy seeks to assist faculty/staff in their relocation efforts to Western Kentucky University. As part of consideration for recruiting faculty, this policy is part of efforts to compete more effectively in the marketplace for intellectual talent, skills and experienced faculty and staff.

II. Policy

The maximum amount of reimbursable moving expenses will be established by the Office of the Provost each fiscal year.

Individuals must submit at least *three* bid estimates from moving companies if such a firm is chosen for the relocation.

Individuals choosing to self-move (rental truck such as U-Haul or Ryder) shall submit paid receipts for expenses to be reimbursed. These receipts include equipment rental charges, labor, food, and fuel charges.

Departments/units may include up to a 4 day house-hunting trip to the University and Bowling Green region as part of the relocation expense allowance.

To assist the new employee, the moving company may be requested to bill the university for the cost of services provided.

For exceptional cases, Departments/units may reimburse excess relocation expense beyond the **maximum** provided by the University. Such reimbursements are expected to be paid from non-appropriated funds or foundation funds.

Relocation expenses are only reimbursed for individuals moving from communities outside Warren County, Kentucky and the contiguous counties in South Central Kentucky.

Expenses are only paid for one move per employee.

III. Procedure

The Office of Provost and Vice President for Academic Affairs will administer and maintain a central pool of funds to cover relocation and moving expenses. *Departments/Colleges will process the moving expense claims with reimbursement to follow from the Academic Affairs Office.*

New budgeted University funds will be sought to support this faculty recruitment initiative. Full implementation of this program will be possible only after new funds have been budgeted; to begin the program on a pilot basis during Spring 2006, departments/colleges may be required to provide matching funds with the Office of the Provost and Vice President for Academic Affairs.

Relocation expenses must be submitted within one year of the individual's beginning employment at the University.

IV. Related Policies

V. Reason for Revision