



Moving/Relocation Policy and Procedures

Revised February 6, 2009

The following policy and procedures will be followed when moving newly hired regular full-time faculty, academic deans and administrative department heads to the Hampton Roads area for the purpose of employment at Regent University, when the new employee is currently living 50 miles or more from Regent University. Relocation assistance for other employees must be pre-approved by the Vice President for Human Resources when no qualified candidate can be found in the local area. The expenses allowed by this policy will be authorized for payment by the Human Resources Department then charged back to the hiring school/department. All moves will be coordinated through the Human Resources Department in accordance with this policy. Approved moves must be completed within the first year of employment.

1. Household Goods Shipment

- a. Household goods will be shipped by a commercial van line selected by the University, or the employee may choose to be reimbursed for actual expenses of a self-move (truck rental and gasoline), with receipts required for reimbursement.
 - 1) If the commercial move is selected, the van line agent will work with an agent in the city from which the employee is moving to obtain an estimate of the weight of the household goods shipment.
 - 2) Reimbursement for a self-move will not exceed the amount of the estimate from the commercial van line selected by the University.
- b. Maximum weight allowed is 15,000 pounds for normal household goods for regular full-time faculty, academic deans and administrative department heads. Relocation assistance for other employees, if approved, will be determined on a case by case basis and will not exceed 8,000 pounds of normal household goods and En route Travel Expenses as described in Section 2 below. If the estimate reveals that the weight limit will be exceeded and the individual must bear a portion of the moving costs, one of the following options should be selected:
 - Dispose of personal items to reduce the total pounds to the maximum allowance.
 - Be prepared to pay charges at time of household goods delivery for excess weight (over the allowed 15,000 or 8,000 pounds) either by cash, check or credit card. If you are unable to pay the C.O.D. charges, arrangements must be made with Regent University prior to scheduled date of household goods move. These arrangements will be made with a representative of the Human Resources Department in order for the University to pay the excess weight charges and for the employee to reimburse the University for these charges. Reimbursement to the University must be made within the term of the first year faculty contract.
 - Based on the estimate of allowed charges make a self-move via rental truck or other means (see paragraph 2a). (If this option is selected, the University cannot be held responsible for damages sustained in the move.)
- c. Shipment of unusually large or heavy articles (e.g. vehicles, vehicle parts, grand piano, chandelier) or those requiring special handling will not be paid by the University. Items replaceable for less than the moving cost should not be moved.
- d. Storage fees and handling charges will not be paid by the University.
- e. Loading and delivery of household items should be scheduled between the hours of 8:00 a.m. and 5:00 p.m. on weekdays. The University will not accept charges for wait time or overtime charges for weekends or holidays.
- f. The University will cover the cost of all containers and the packing and unpacking of all household goods.

- g. The University will pay for normal servicing and de-servicing of articles such as stoves, refrigerators and washing machines. Special plugs, adaptors, cords, etc. are not included.
- h. The University will not be liable for damaged goods, but will provide replacement value protection insurance through the carrier, the total coverage not to exceed \$5.00 per pound up to \$100,000 of household goods shipped. The employee is encouraged to purchase additional insurance on his or her own.

2. En route Travel Expenses

- a. Reimbursement for travel en route may include mileage reimbursement for one automobile at the standard University mileage reimbursement rate. The number of miles to be reimbursed from origin to destination will be that shown on the commercial moving company estimate or on a University approved mileage chart, such as AAA, Map Quest, Expeditamaps.com, etc.
- b. If the employee chooses to fly rather than drive, the University will make flight arrangements for the employee, spouse, and dependent children. The employee will pay for any automobile shipments.
- c. The employee will be given a per diem allowance at the rate of \$50 per day for employee and \$15 per day for each additional family member to offset the costs of lodging and meals en route and up to three days after arrival while awaiting delivery of household goods or availability of the residence.
- d. A cash advance for en route travel expenses will be allowed, or Human Resources will submit an expense report form upon arrival for reimbursement of University approved expenses.

3. Reimbursement Due to Resignation

If the employee resigns from the University within the first six months of employment, the employee will reimburse the University for all moving costs. Resignation in the second six months of employment will require fifty percent reimbursement to the University for all moving costs.

4. Applicable Tax Laws

The University administers the financial assistance for moving and relocation expenses according to the above policies and procedures. Please consult your tax advisor or I.R.S. Publication 521 "Moving Expenses" for information regarding current tax laws as they relate to moving, relocation, and reimbursements. Some of the items paid or reimbursed by the University may be considered taxable income by the I.R.S.