



## UNIVERSITY MOVING AND RELOCATION POLICY AND PROCEDURES

**Policy Title:** University Moving and Relocation Policy and Procedures

**Policy Type:** Administrative

**Policy Number:** 41-05 (2014)

**Approved:** 12/16/2021

**Responsible Office:** Assistant Controller/Financial Services

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** All salaried regular full-time employees of the University

### POLICY STATEMENT

This policy is to establish general rules, guidelines, and specific limitations for departments when reimbursing personnel for relocating their household to accommodate the University. The policy is to assist departments in moving and relocating employees and their families as expeditiously as possible and at a fair and reasonable cost to the University.

<b>TABLE OF CONTENTS</b>	<b>PAGE NUMBER</b>
Definitions .....	1
Contacts .....	2
Stakeholder(s) (For Administrative Policy) .....	2
Policy Contents.....	3
Education and Compliance .....	15
Publication .....	15
Review Schedule .....	16
Related Documents.....	16
Forms .....	16

### DEFINITIONS

**Agency:** Norfolk State University (NSU).

**Approving Authority:** The individual responsible for the department budget.

**Carrier Transportation:** Services (such as: loading, hauling, crating, and unpacking) provided by a common carrier. The services may include incidental materials supplied to move the

household goods and personal effects).

**Common Carrier:** Any licensed commercial moving company.

**Days:** All references to “days” refer to calendar days.

**Family:** Includes any spouse or dependent that resides in the household and moves to the new location.

**Moving:** Actions to change the place of a primary and permanent residence.

**Moving Expenses:** Payments for transporting the employee, family, household goods, and personal effects from the former residence to the new work location.

**Personal Residence:** House, condominium, townhouse, or rental property (for example, apartment, flat) where the employee maintains a primary household on a permanent basis.

**Relocation:** The process of establishing and settling in a particular place for employment purposes.

**State Employee:** Any elected, appointed, salaried, or classified employee of a State agency or institution.

**Moving and Relocation Tenure Agreement:** An agreement to remain in the employment of Norfolk State University from the first day in the new position until 12 months after. **(The employee must sign this agreement before incurring any expenses.)**

**Temporary Quarters:** Moving and relocation regulations define temporary quarters as lodging or housing in which the employee lives at a reasonable cost, until a permanent residence is secured, or up to a maximum of 90 days from the first day of work at the University. Temporary quarters could consist of any type of lodging or housing, such as hotels/motels, apartments, or single-family dwellings.

University will apply these procedures fairly and competitively. The University reviews thoroughly all reimbursement and payment requests before processing them for payment.

Payroll processes all moving and relocation reimbursement requests through a special payroll process. This office also approves payments to common carriers for moving and relocation

## **CONTACT(S)**

The Office of the Assistant Controller/Financial Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf> through the appropriate governance structures. Questions regarding this policy should be directed to Office of the Assistant Controller/Financial Services.

## **STAKEHOLDER(S)**

University departments, prospective employees.

## **UNIVERSITY MOVING AND RELOCATION POLICY CONTENTS**

### **Purpose**

The purpose of this policy is to establish the University's dollar limit(s) of reimbursement for moving and relocation expenses and provide information on University procedures for reimbursement of expenses to relocating employees and their families.

### **Procedures**

**With exception of the dollar limit(s), all procedures stated in Commonwealth Accounting Policies and Producers (CAPP) Manual Section No. 20300, Topic No. 20345 must be followed. Under the CAPP Manual Topic No. 20345 policy statement the following is included: “No agency is required by these regulations to provide such reimbursement for moving and relocation expenses, and may restrict the amount provided to a lesser sum than the maximum allowed, either in total or by category.”**

### **General**

When the University chooses to pay moving and relocation expenses, it must do so within the limitations and restrictions provided in State Moving and Relocation regulations (CAPP 20345) and NSU (University Travel Policies and Procedure). This section includes the rules, guidelines, specific limitations and restrictions when making third party payments and reimbursing employees for relocating their household to accommodate Norfolk State University. It provides information to help in moving and relocating employees and their families as quickly as possible at a fair and reasonable cost to the University.

State Moving and Relocation Regulations do not require the University to pay moving and relocation expenses. The University may restrict the amount paid to a lesser sum than the maximum allowed by the regulations. Restrictions may be either in total or by individual category. The amount allowed for moving and relocation expense is determined by the University based on funding available, not on the amounts listed in this procedure, and is set forth in NSU Policy.

Norfolk State University follows the Internal Revenue Service (IRS) guidelines. The University includes taxable moving and relocation reimbursements in the employee's gross income on the Federal W-2 form. The University deducts the appropriate payroll taxes before making payment and recording the excess reimbursement in accounting and payroll records.

Norfolk State University employees should always use discretion when incurring and reporting payment of public funds. Moving and relocation payments are open to the public and must sustain the test of public review. Realizing the need to control individual situations, the University will apply these procedures fairly and competitively. The University reviews thoroughly all reimbursement and payment requests before processing them for payment.

Payroll processes all moving and relocation reimbursement requests, except common carrier transportation costs and temporary storage, through the State payroll system. The Payroll Office approves the payment to common carriers and temporary storage vendors, but the payment is processed through the Accounts Payable office. The University will not approve payments for moving and relocation costs through other processes.

The University does not issue advances (loans) to cover moving expenses before the move.

### **IRS Regulation Compliance**

It is the University's responsibility to comply with Internal Revenue Service (IRS) regulations. Effective January 1, 2018, the passage of the Federal "Tax Cuts and Jobs Act" makes all qualifying moving expense reimbursements taxable. For tax years, 2018 through 2025 all moving and relocation reimbursements must be included in the employee's gross income on the Federal W-2 form.

### **Eligibility**

The eligibility of any employee for reimbursement of moving and relocation expenses is at the discretion of Norfolk State University. Norfolk State University has the authority to approve or disapprove payments for relocations. Approval or disapproval is subject to University, State and Federal regulations. The University will notify employees of any limitations of scope or University policy that may affect the eligibility for reimbursement. The employee in a quasi- full time position (32 – 39.9 hours per week) are not eligible for moving and relocation reimbursement.

To be eligible for reimbursement, the employee's relocation must meet **all** of the following conditions:

#### **1. At Employer's Request**

Relocation must be at the request of the employing agency (Norfolk State University) and for the good of the Commonwealth as determined by the Agency Head or Agency Head Designee. The university will not reimburse expenses when the relocation is at the request of, or for the convenience of the employee.

#### **2. Distance**

- a. Employees current residence address is 250 to 499 miles from Norfolk State University, 700 Park Avenue, Norfolk Virginia, 23504 will be reimbursed a maximum of **\$5,000**.
- b. Employees who current residence address is 500 to 999 miles from Norfolk State University, 700 Park Avenue, Norfolk Virginia, 23504 will be reimbursed a maximum of **\$7,000**.
- c. Employees who current residence address is 1,000 miles and more from Norfolk State University, 700 Park Avenue, Norfolk Virginia, 23504 will be reimbursed a maximum of **\$9,000**.

1. Vice presidents and the Provost may make exceptions to the above limitations. However, it must not exceed the CAPP Manual maximum dollar limitation of **\$11,000**.

### 3. **Permanent**

The employee must satisfactorily maintain employment on a regular full-time basis with Norfolk State University for at least one year. The year begins on the date that the employee starts work regularly at the new location. The Employee Moving and Relocation Tenure Agreement documents the tenure condition according to subsection “Employee Moving and Relocation Tenure Agreement” of this procedure.

#### **Reimbursement Limitations**

All payments for reimbursement must be reasonable, necessary, and incurred after the employee executes an Employee Moving and Relocation Tenure Agreement. The employee must submit all reimbursement requests to Payroll within 12 months of the beginning date of employment at the new location. The Agency Head or designee may approve a reimbursement request for allowable expenses after the 12 months (up to an additional 12 months) where Norfolk State University requires the transfer of an employee and the personal circumstances of the employee cause the delay.

#### a. **House Hunting Expenses (Pre-move Travel)**

House hunting expenses include the following for employee and spouse while traveling:

- Cost of transportation (including automobile rental)
- Meals (not to exceed the meal per diem)
- Lodging

Travel expenses for house hunting purposes are eligible for reimbursement. House hunting must occur prior to the first day of work. Refer to the section on “Travel” for additional information. Moving and relocation regulations limit reimbursement for house hunting to three (3) trips for the employee and three (3) trips for the spouse. The University will reimburse a maximum of 15 nights of lodging. A night of combined lodging for both the employee and spouse counts as one night.

#### b. **Temporary Quarters**

The employee may claim reimbursement for reasonable lodging or rent expense. Regulations allow up to 90 days from the first day of work at the new location. Reasonable residential parking fees will be reimbursed during the 90 days of temporary quarters. Cost for hookup of utilities at temporary quarters is not reimbursable. The employee may claim reimbursement for meal expenses for the first 30 days of residence in temporary quarters.

Such expenses must be reasonable, necessary, and according to State and University Travel Regulations.

**c. Home Sale**

Actual expenses of real estate commissions on the sale of the former principal residence are reimbursable and the usual closing and legal costs incurred in the sale of that residence. Home sale expenses are included in the \$11,000 (minus the employer FICA tax) reimbursement limit, as outlined in the subsection “Total Reimbursement.” The employee must include a copy of the signed “Closing Statement,” as supporting documentation when requesting reimbursement. The closing attorney, the realtor, or the seller may sign the “Closing Statement.” Listed below are the “reimbursable” and “non-reimbursable” expenses related to the sale of a principal residence.

**Reimbursable**

The following expenses, related to the sale of the principal residence due to moving and relocation **are** reimbursable:

- Actual expense of real estate commission
- Attorney fees
- Escrow fees
- State transfer taxes
- Pest inspections

**Non-reimbursable**

The following expenses, related to the sale of the principal residence due to moving and relocation are **not** reimbursable:

- Sales commissions and similar expenses if the employee acts as a selling agent (closing and legal costs are allowable)
- Advertising and “fix-up” costs
- Loss sustained on sale of residence
- Real estate and capital gains taxes
- Payment and repayment of interest
- Points or loan payment charges that are negotiable
- “Carrying” costs (maintenance fees, utilities, principal, etc.)
- Mortgage penalties
- The buyer’s closing costs, including Virginia fees

**d. Cancellation of Lease**

The settlement of a lease on the former residence is reimbursable and must be due to moving and relocation. The Employee must include a copy of the signed lease and the cancelled check or receipt for the lease cancellation payment.

**e. Travel (Move to New Job Location and House Hunting)**

Travel expenses related to moving and relocation are eligible for reimbursement according to State and University Travel Regulations, Policy and Procedures. Moving and relocation regulations limit reimbursement to expenses for:

The initial trip (employee's move to new residence), after employment to the new work location

Trips for actual house hunting – house hunting must occur prior to the first day of work  
The trip to bring the family to the new residence (temporary or permanent)

**Note: All mileage reimbursements over the amount allowed by the IRS as a deduction are taxable. Travel reimbursement does not include automobile rental, except house hunting purposes.**

**f. Transportation of Household Goods and Personal Effects**

The actual costs paid for common carrier transportation of the employee's household goods and personal effects are reimbursable. Reimbursement covers transportation costs from the former principal residence to the residence at the new work location. Moving and relocation regulations allow the actual costs, in addition to the limitations (minus employer FICA tax), if the employee uses common carrier transportation.

1. **Common Carrier Moves:** The employee must obtain and submit to the department one of the following:
  - Price quotation for less than \$5,000; or
  - Three price quotations from contracted or non-contracted vendors, preferably based in Virginia, including at least one quote from a firm certified by the Virginia Department of Minority Business Enterprise as woman- or minority-owned.

If the cost of the move is less than \$5,000 the employee may choose the moving agent in consultation with the Procurement Services Director or his deputy. If the cost of the move is \$5,000 or more, the moving agent selected must be either a contracted vendor or the lowest of the three quotes from non-contract vendors. Copies of the three (3) bids should be provided to the department prior to a formal commitment to use the common carrier. When at all possible, the employee should use a common carrier based in Virginia. When outside the Commonwealth of Virginia, employees should contact Virginia common carriers to inquire whether they are able to match the bid submitted by the out-of-state firm.

2. **Self-Moves.** If the employee chooses to move himself/herself, the amount of the actual cost allowed will be included in the limitations. The following actual costs are reimbursable, within the dollar limitations, with appropriate documentation:

**Moving vehicle rental.** Costs of renting a moving van, truck, trailer, hand truck or other appropriate moving equipment, vehicles and supplies are reimbursable. Purchase of such a vehicle or equipment is not reimbursable. The purchase of moving supplies, such as packing paper, boxes, or cartons may be reimbursed with appropriate receipts. The amount of any such purchases must not exceed \$200.00. Gas used by the rental truck during the move is reimbursable with proper receipts.

- **Labor used during move.** Reimbursement is limited to a reasonable hourly wage with the maximum total of \$250.00. Labor provided by the employee or the employee's immediate family member(s) is not reimbursable. A receipt from the individual employed, with signature and amount paid must be attached to the reimbursement request.
  
- **Mileage.** If a personally-owned or borrowed moving vehicle is used in the move, reimbursement is allowed at the mileage rate specified in the current Appropriation Act. Reimbursement will not be allowed to cover the "rental value" of the personally-owned vehicle. A car or truck with a trailer in tow will also be reimbursed at the mileage rate specified in the current Appropriation Act.
  
- **Tolls.** Tolls paid during the move are reimbursable provided the name of the facility (road, bridge, tunnel, etc.) is provided. A receipt is required for reimbursement where the individual claim is greater than \$20.

3. **Storage.** The expense of storing household goods and personal effects for a maximum of 30 days is reimbursable if the employee is unable to move directly into the new residence. This amount is not included in the established limitations.

**g. Home Purchase**

Certain expenses related to the purchase of a home, incurred by an employee relocating to a new work place, may be reimbursable. These expenses are subject to the maximum limitations (minus employer FICA tax). To qualify for reimbursement of these expenses, the relocated employee must have owned a primary residence at his prior location, which due to relocation resulted in disposal of the residence. The University will not reimburse the employee for expenses to purchase a second residence, investment, business, or resort/vacation property at the new work site. The following expenses related to a home purchase may be reimbursable:

- VA funding fee
- Loan origination fee, or lease processing fee
- Mortgage survey
- Appraisal fee
- Credit report



- Title search
- Title Insurance
- Recording fee
- Attorney fee
- Home Inspection (limited to one)
- Notary fees

All of the preceding expenses must relate to the purchase of the primary residence. The employee must purchase (close) on the home within 12 months after the official starting date of employment. Moving and relocation regulations require documentation clearly identifying these expenses.

The University may approve up to an additional 12 months for extenuating circumstances. The employee must document the extenuating circumstances for review and approval by the Agency Head. This review may result in an extension being granted if warranted.

Expenses related to the purchase and replacement of a primary residence, not specifically listed above, are not reimbursable. Examples of some expenses that are not reimbursable are:

- Utility deposits and connection fees
- Real estate taxes, prepaid or otherwise
- Capital gains taxes
- Mortgage loan differential
- Realtor fees related to purchasing
- Remodeling or decoration expenses
- Points, discount fees, or loan payment charges
- Repair and maintenance costs
- Homeowner insurance
- Homeowner warranty fees
- Private mortgage insurance
- Permit fees such as building, sewer and zoning
- Deposit for rent

### **Non-reimbursable Expenses**

Costs not specifically allowed in this procedure are not reimbursable, nor are actual miscellaneous and incidental expenses such as, but not limited to, baby-sitting, disconnecting and connecting appliances and utilities, care or transportation of pets, removing and installing antennas, carpet and draperies, general cleaning, laundry or dry cleaning while in temporary quarters, the cost of insurance for more than bulk rate coverage provided by the Common Carrier, and the cost to transport recreation vehicles such as yachts and RVs.

### **Total Reimbursement**

University policy establishes the total dollar limit (minus the employer FICA tax) for gross reimbursement of all moving and relocation expenses other than common carrier transportation and 30-day storage of household goods. The limit includes all gross reimbursements (that is,

actual reimbursements received by the employee and payments to third parties for the employee). The limit also includes any necessary employee payroll taxes paid that relate to the reimbursements. Commonwealth regulations do not place a maximum limit on expense reimbursement or costs related to the use of a common carrier for transportation and 30 days storage, however, these expenses must be reasonable and necessary.

**Example:** If total actual allowable moving cost totaled \$12,000 and the employee had been approved in advance for reimbursement up to \$11,000, the employee will be reimbursed \$10,218.30 less the employee withholdings. Here is how this figure is calculated:

The reimbursable amount is \$11,000 maximum **minus** the employer FICA tax. The current rate is 7.65% which calculates to \$781.70 (7.65% of \$10,218.30). The amount remaining for direct reimbursement to the employee is \$10,218.30 ( $11,000 - 781.70 = 10,218.30$ ) **less the employee withholdings** for Federal and State income taxes and employee FICA.

**Employee's Spouse.** If the employee's spouse is a State employee and otherwise eligible for moving and relocation expenses, the University will reimburse expenses to only one employee and only to move the primary household to the new location.

### **Funding**

Pre-employment expenses for travel, testing, interviewing, and related activities, incurred by or for a prospective employee before employment, are travel expenses not moving and relocation expenses.

The University may reimburse travel expenses of prospective employees, incidental to an employment interview. Reimbursements should be submitted separately from moving and relocation expenses. These expenses are reimbursable under State and NSU Travel regulations, policies and procedures, in effect at the time such expenses occur.

### **Mileage – Travel**

Reimbursement for mileage costs for moving and relocation may not exceed the amount calculated using the state mileage rate in effect at the time of travel. The rate is available from Accounts Payable.

### **Employee Moving and Relocation Tenure Agreement**

Any employee requesting reimbursement or payment for moving and relocation expenses must execute an Employee Moving and Relocation Tenure Agreement. This "Tenure Agreement" relates only to moving and relocation and is not an employment contract. The employee must

sign this agreement with Norfolk State University **before** incurring any moving and relocation expenses. The agreement stipulates:

- The employee must remain employed on a regular, full-time basis with Norfolk State University for at least one year, beginning on the date that the employee starts work at the new location.
- If the employee ends employment with Norfolk State University before the obligated one year of service, the employee will repay the University the gross amount of moving and relocation payments. That is, actual reimbursements received by the employee and payments to third parties for the employee, and all taxes deducted that relate to those reimbursements.
- Moving and relocation regulations do not require repayment if termination is at the election of the University due to unsatisfactory job performance, or because of a layoff.
- The University may prorate or waive repayment if the employee terminates employment with the University for other reasons beyond the employee's control and acceptable to the University.
- Exceptions involving the early cancellation of an existing Employee Moving and Relocation Tenure Agreement, upon executing a new Employee Moving and Relocation Tenure Agreement, will be at the option of the agency or agencies involved.

### **Reimbursement Procedures**

The University will not make reimbursements to employees for moving and relocation expenses on an Accounting Voucher or Travel Expense Reimbursement Voucher. Moving and relocation regulations require the University to make reimbursements to the employee for moving and relocation expenses through the regular payroll process.

All reimbursements for lodging, meals, and mileage must be actual, reasonable and necessary. Payments must follow the guidelines set forth in State and University Travel policies. Regulations require the use of a Travel Expense Reimbursement Voucher to itemize expenses. The University does not submit the voucher for payment, but submits it as supporting documentation with the regular semi-monthly payroll.

The employee must complete an Employee Moving and Relocation Expense Summary. Attach the summary with required receipts and detailed supporting documentation to the Travel Expense Reimbursement Voucher. **Please note: the Employee will not be reimbursed until after their first work day at the University; therefore, the Employee should not submit the reimbursement requests until then.**

Moving and relocation regulations require the University to make third-party payments only to common carriers. The University will pay the common carrier for transportation and temporary storage costs of the employee's household goods and personal effects. Norfolk State University will make no other third-party payments for moving and relocation expenses. The

employee/department must complete an Employee Moving and Relocation Expense Summary and submit the summary, with original receipts and supporting documentation to Accounts Payable. After review, Accounts Payable Office will send to Payroll Services for processing.

### **Approvals**

Payroll reviews all moving and relocation payment requests before obtaining the approval signature of the Vice President for Finance and Administration.

### **Reimbursement Responsibilities**

#### **a. Employee**

- Obtains original receipts and other documents that are necessary to support all claims for reimbursement.
- Itemizes and submits multiple claims for reimbursement (Employees should submit claims as they receive invoices for individual expenses, not after they receive all invoices).
- Submits all claims for payment within 30 days after moving into the new permanent residence, but never later than 12 months after beginning employment at the new location.
- Submits actual, reasonable, and necessary expenses within the guidelines of these procedures.
- Reimburses the University for moving and relocation payments (including amounts paid to third-party vendors) and any taxes deducted, if the employee terminates employment with Norfolk State University before the obligated one year of service. Under these circumstances, the University will adjust the employee's gross income for tax purposes for the total amount returned to the University.

#### **b. Department Head**

- Maintains documentation that substantiates the reimbursement of a new employee as a condition of employment.
- Approves moving and relocation payments and reimbursements charged to the department account.

#### **c. Controller's Office / Payroll Office**

- Reviews, approves, and properly files all documents for reimbursement or payment of moving and relocation expenses. Processes all documents for

payment according to these procedures, State Regulations, University policy and procedures, and the Code of Virginia, Section 2.1-223.3 and 14.1-5.1.

- Retains copies of the binding Employee Moving and Relocation Tenure Agreements and any other agreements for all eligible employees.
- Collects the total gross amount of all moving and relocation payments if an employee does not satisfy the terms of the Employee Moving and Relocation Tenure Agreement. Prorates or waives repayment of reimbursements from the employee if properly approved. (The repayment amount includes all reimbursements paid to the employee and payments to third parties for the employee. The amount also includes all taxes deducted that relate to those reimbursements). Adjusts the employee's gross income to reflect the total amount received by the University.
- Insures that moving and relocation expense reimbursements and payments meet both employer withholding and employee reporting of gross income and applicable payroll taxes as defined by the Internal Revenue Service.

## **Processing Procedures**

This subsection provides detailed procedures for processing reimbursements to employees and payments to third parties for moving and relocation expenses.

### **a. Reimbursement to Employee**

Moving and relocation regulations require employees to submit the Employee Moving and Relocation Expense Summary form and original receipts with each claim for reimbursement or request for payment. Employees submitting claims should be aware of the payment status of each claim submitted.

#### **1. Employee/Originator**

- Completes the Employee Moving and Relocation Expense Summary form, signs and attaches all original receipts.
- Attaches a copy of the Employee Moving and Relocation Tenure Agreement to the initial summary.
- Consecutively numbers each form, when submitting more than one Employee Moving and Relocation Expense Summary form. Carries forward cumulative totals to the next summary report, so the latest summary reflects the total reimbursement to date.
- Completes a Travel Expenditure Reimbursement Voucher for each reimbursement request submitted. Obtains the signature of the approving authority for the department account shown on the voucher (This signature certifies that the total amount on the voucher is within the amount

authorized for moving and relocation expenses and that funding is available in the account shown.).

- Forwards all forms and required attachments to Payroll Services.

## **2. Department**

- Maintains a copy of the signed Employee Moving and Relocation Tenure Agreement and any other documentation related to payment or reimbursement of moving and relocation expenses.
- Approves reimbursement forms or payments when charged to the department account.

## **3. Payroll**

- Receives forms with required attachments from employee/originator.
- Reviews and audits submitted forms and attachments for accuracy, reasonableness, and completeness.
- Submits payment requests that are in compliance and conformity with Commonwealth and University regulations and limitations.
- Submits the Employee Moving and Relocation Tenure Agreement and the Employee Moving and Relocation Expense Summary forms to the Vice President for Finance and Business for signature.
- Determines the taxability of the approved reimbursement amount.
- Makes necessary entries to the University Payroll System to effect payment to the employee.
- Includes proper amounts on the employee's W-2 form.

### **b. Payments to Third Parties**

State moving and relocation regulations restrict third party payments to commercial moving companies. Regulations do not allow any other third-party payments.

#### **1. Employee/Originator**

- Prepares the Employee Moving and Relocation Expense Summary form.
- Obtains the signature of the department approving authority for the account shown on the payment or reimbursement document.
- Request a PR/PO authorizing the moving company to bill Norfolk State University for moving and relocation costs.
- Forwards all forms with original receipts and other supporting documentation to Payroll.

#### **2. Department**

- Maintains a copy of the signed Employee Moving and Relocation Tenure Agreement and any other documentation related to third party payments and reimbursements to employees for moving and relocation expenses.
- Approves reimbursement or payment requests when charged to the department account. The signature certifies that the total amount is within the amount authorized for moving and relocation and funding is available in the account shown.
- Ensures that a PR/PO is created in Colleague.

### **3. Payroll**

- Receives all forms, copies of correspondence and required attachments, related to moving and relocation reimbursement or payment requests.
- Reviews and audits submitted forms and attachments for accuracy, reasonableness, and completeness of supporting documentation.
- Determines that submitted expenses are in compliance and conformity with Commonwealth regulations and limitations.
- Obtains appropriate signatures for the Employee Moving and Relocation Tenure Agreement and the Employee Moving and Relocation Expense Summary forms.
- Forwards the audited payment package to the Accounts Payable office.
- Maintains a copy of the common carrier payment package received from the Accounts Payable office.

### **4. Accounts Payable**

- Receives the invoice from the vendor and verifies receiving within Colleague.
- Receives audited payment package from Payroll Services.
- Compares the payment amount to the authorized amount, if applicable.
- Sends a copy of the completed common carrier payment package to Payroll.
- Processes payment package to effect payment and to record transactions in Colleague and the state system

## **EDUCATION AND COMPLIANCE**

Eligible employees will be provided this policy along with state policy and training material as a guidance on processing moving and relocation expenses. Compliance with this policy is monitored by Accounts Payable and Payroll Office at the time reimburse request are being processed. Compliance is also monitored during the annual Agency Risk Management and Internal Control Standard review.

## **PUBLICATION**

This policy will be widely published or distributed to the University community. To ensure timely

publication and distribution thereof, the Responsible Executive will make every effort to;

- Communicate the policy in writing, electronic, or otherwise to the University community, within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

List the following:

- Next Scheduled Review: 07/11/2024
- Approval by, date: President, 04/30/2015
- Revision History: 03/10/2009; 04/30/2015; 04/30/2016; 12/16/2021
- Supersedes: 41.214 University Moving and Relocation Policy

## **RELATED DOCUMENTS**

1. University Travel Policies and Procedures

<https://www.nsu.edu/president/policy-library/administrative-policy>

2. Commonwealth Moving and Relocation No. 20345

[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/20345.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20345.pdf)

## **FORMS**

1. Employee Moving and Relocation Tenure Agreement (MyNSU webpage)

<https://my.nsu.edu/faculty/ap/default.aspx>

2. Employee Moving and Relocation Expense Summary Form (MyNSU webpage)

<https://my.nsu.edu/faculty/ap/default.aspx>