



Office of Human Resources

Policy Memorandum 2

Date: 02/18/2009

Moving and Relocation Expenses

Moving and relocation expenses will only be paid in special circumstances with prior approval of the Chancellor, as the Appointing Authority of the College. The following conditions and limitations will be applied to any employee who is paid moving expenses. Any exceptions to the policy may be made only by the Chancellor, as the Appointing Authority

- Moving expense reimbursement will primarily be granted for employees at or above the level of Vice Chancellor.
- Moving expenses will be reimbursed in accordance with this policy. No moving expenses will be paid before the actual costs are incurred; therefore, there will be no authorization for prepayment.
- Certain moving expenses are considered taxable income and will be treated as additional payment in the payroll system, so that proper reporting to the IRS can be made.
- Nunez Community College will only pay moving expenses for employees who are relocating to this area from outside of the state of Louisiana **and** from a distance of over 200 miles from the college.
- Employees may be reimbursed for actual moving expenses, **not to exceed a total of \$6000.00 for all expenses.** The following expenses must be documented with receipts for reimbursement:
 - Actual and necessary expenses charged by a commercial mover for packing, transporting, and unpacking household and personal effects, or the cost of a self-move, including renting a trailer or truck to move household effects
 - En route meal allowance for the employee, in accordance with state travel regulations.
 - This allowance is limited to the days spent traveling from the employee's former residence to the new domicile in St. Bernard Parish.

- Any time spent on personal business or which interrupts the employee's travel for the employee's convenience will not be reimbursed.
 - Employee lodging costs associated with a move at the actual receipted cost or the approved state travel rate, whichever is less.
 - A new employee who needs lodging while finding a permanent residence may be reimbursed for actual receipted costs or the approved state travel rate (whichever is less) for up to 3 consecutive days.
 - A house hunting meal allowance reimbursement will be paid to the employee, in accordance with state travel regulations, for the duration of the lodging stay while seeking permanent residence or 3 days, whichever is less.
- In the event that the spouse of an eligible employee is hired by another state agency and is offered moving or relocation payment or reimbursement, Nunez Community College will only reimburse those actual expenses not covered by the other state agency, not to exceed a total of \$6000 for all expenses reimbursed by Nunez. The employee is required to submit to the college copies of reimbursement or payment made by the other agency, along with receipts of actual expenses.
- All requests for reimbursement of actual expenses must be made within 90 days of hire. No additional moving expenses will be authorized for reimbursement after that date.
- New Employee Repayment of Moving Expenses
 - Employees who are reimbursed for moving expenses must reimburse the college for all or part of such expenditures in the event that the employee voluntarily or involuntarily leaves Nunez Community College within a period of two years, according to the following schedule:

▪ Less than six months	100%
▪ Six but less than twelve months	75%
▪ Twelve but less than eighteen months	50%
▪ Eighteen months or more	0%
 - Once an employee's resignation is accepted or termination documentation is processed prior to the expiration of this eighteen-month requirement, the college will begin recovery of the debt from the employee's next payroll check.

