A. **Purpose**

The purpose of this document is to delineate when and how an exempt administrative/professional staff position is eligible for relocation and/or moving expenditures.

B. **Definitions**

- **Staff Employee/position**: Exempt administrative/professional non faculty employee
- **Director or higher**: Any title that is Director or higher in the Human Resources structure
- **Revenue Generating**: Generates revenues for the College and/or University

C. **Policy**

- **Staff positions may receive some assistance for relocation (up to a maximum of $5,000) if the position is Director or higher and if the position is deemed as revenue generating by the College of Arts and Sciences.**

D. **Procedural Steps**

- The relocation/moving expenditures can be provided in two ways
  - i. One time lump sum payment above and beyond base salary
     1. The staff employee must obtain 3 quotes from moving companies and the most economical quote will be used to pay the one lump sum payment (maximum of $5,000)
     2. This method results in additional taxable income to the employee
  - ii. Moving expenditures can be paid directly by the University of Miami procurement office.
     1. More information is available at [https://www6.miami.edu/purchasing/MOVERS-GUIDE/MOVING-GUIDE.pdf](https://www6.miami.edu/purchasing/MOVERS-GUIDE/MOVING-GUIDE.pdf)
     2. The policy for this is BS J-140 SHIPPING HOUSEHOLD GOODS/UM EXPENSE - [https://www6.miami.edu/policies_procedures/Purchasing/PDF-Version/BSJ-140.pdf](https://www6.miami.edu/policies_procedures/Purchasing/PDF-Version/BSJ-140.pdf)
     3. This method does not result in additional taxable income to the employee as long as the items are qualified. Examples are:
a. One-way airfare for relocation for employee/family members of employee’s household who live in both old and new residences
b. Purchase order for moving company packing/moving of household items – this can be handled directly with purchasing using the moving guide
c. Up to 30 days of storage costs as part of in-transit move
d. Rental of moving truck and gasoline (not mileage) for self moving
e. Lodging expenses for self/family incurred during drive from prior residence to local residence

4. Items that are reimbursable but subject to taxes are:
   a. Storage more than 30 days

5. Items that are not reimbursable:
   a. House-hunting trips
   b. Additional legs to the relocation transit such as a stop in an amusement park
   c. Shipping of cars and boats
   d. Unusual items, such as tool sheds
   e. Transportation of pets
   f. Maid service, drapery cleaning, etc
   g. Transportation of plants
   h. Other items deemed unacceptable by division Deans or Chairperson

• If the staff employee resigns within a year of the start date then the amount of the relocation/moving expenditures will be reimbursed to the University by the staff member

• The Departments have the responsibility for the following:
  i. Obtaining approval from the Dean for eligibility of the employee
  ii. If the salary method is chosen, Department has the responsibility to enter this into DHRS.
     1. Payments are subject to withholding taxes but not subject to fringe benefits.
     2. To submit in DHRS: process allowance with the New Hire/Rehire document using event code A (New Hire) or B (Rehire) as appropriate. If processed after the new hire/rehire have been approved, use the Salary Change document and event code RP (retro pay).

• Employee Type  Job Code  Earning Code  Object Code
iii. If purchasing method is chosen, Department has the responsibility to set up and track the purchase order, invoices and payment. Specific directions are provided in the moving guide.

• Please contact Hector Silva at 284-4029 or email him at hsilva@mail.as.miami.edu should you have any general questions related to the policy. You can also contact Magali Pertierra at 284-6104 or email her at mpertierra@miami.edu should you have any questions on the DHRS entry for the relocation.