



41.214 University Moving and Relocation Policy

Responsible Executive: Vice President for Finance and Business
Responsible Office: Assistant Controller/Financial Services
Related Policy: Commonwealth's Moving and Relocation No. 20345
Approved-On Date: March 3, 2009 General Counsel
March 10, 2009 Executive Cabinet
Effective Date: April 1, 2009
Revision Date:

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.

Purpose

The purpose of this policy is to establish the University's dollar limit(s) of reimbursement for moving and relocation expenses.

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."*

- A. **Eligibility:** Eligible employees must be salaried employees in regular full-time positions to qualify for moving and relocation reimbursement. Employees in a quasi-full time (part-time) position are not eligible for moving and relocation reimbursement.
- B. **Reimbursement Dollar Limitation:** The total for all expenses other than for transportation and storage of household goods are listed below.
 - 1. Employees who 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**.

2. 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**.
3. 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**.

All mileage will be rounded to the nearest whole mile.

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