



**To:** Hiring Managers  
**From:** Vice President of Finance  
**Last Updated:** May, 2019  
**Subject:** College Relocation Assistance for New Employees

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### **Purpose**

Holy Cross College is committed to recruiting the best talent possible to the College. In support of its efforts, the College may provide relocation assistance for new full-time faculty or professional staff for certain expenses incurred when moving to his/her new home in the area.

### **Rescission**

Previous College relocation assistance policy.

### **Overview**

#### **Eligibility**

Moving allowances may be available in the offer of employment for regionally or nationally recruited full-time positions. Although the College will not assume the full cost for the relocation of household furnishings, the College may reimburse with receipts up to a limit of \$5000 gross per household. Relocation assistance must be approved by the Vice-President of the department and the CFO. Funds would come from the hiring department budget and would be offered to the employee at the discretion of the department.

To be eligible for moving expense reimbursement, the employee's relocation must meet the following conditions according to IRS Publication 521; <http://www.irs.gov/uac/Publication-521,-Moving-Expenses>

- 1. Closely Related to the Start of Work:** Expenses incurred within one year from the date you first report to work at the new location.
- 2. Distance Test:** The distance between the employee's former residence and the new job site location must be at least 50 miles more than the distance from the former residence to the old job location.
- 3. Time Test:** At the time the employee is relocating, the employer reasonably believes the employee will remain at the new job site location at least 39 weeks.

## **Reimbursements**

Employee must submit *itemized original receipts* to the Payroll department on an [expense report](#) within 30 days of completion of the move. Reimbursement for allowable expenses will be added to your payroll as taxable income within 30 days of receipt of expenses.

## **Moving Provisions and Exclusions**

Employees can claim only those expenses that are reasonable for the circumstances of the move. If during the move, the employee stops over or makes side trip for sightseeing, the additional expenses for the stopover or side trip will not be reimbursed. In general, the College will only pay for the movement of belongings from one location, including the following:

- Professional moving of household goods; packing, crating and transporting.
- Personal moving of household goods, including rental vehicles, fuel cost for trucks or trailers used for self-moving and road tolls.
- If the employee uses a personal vehicle to move, the employee can calculate expenses by reporting either: 1) the actual expenses incurred, such as gas and oil for the vehicle, with itemized receipts, or 2) the standard IRS mileage rate for moving expenses in effect at the time of the move.
- In-transit storage for up to 30 consecutive days
- Lodging in transit and transportation for only one trip for the employee and members of his or her household to the new home (*but not meals*).

**Effective Date:** Immediately

**Review Date:** July 2020

**Contact for questions:** Director of Human Resources

**Action:**

**Attachments:** None