

Western New England University Moving Expense Reimbursement Policy and Procedure

Reimbursement of personal moving expenses from Western New England University funds may be authorized in selected cases for new full-time academic or administrative personnel. Payment must be for essential competitive recruitment purposes, such as:

1. The labor market for a position or skill is very restricted and the reimbursement for moving expenses will provide an additional incentive for the desired candidate to accept the offer of employment.
2. Unless moving expenses are reimbursed, the best qualified candidate cannot accept the position at the salary offered.
3. Where the reimbursement of moving expenses for an outstanding candidate is critical to the acceptance of the job offer.
4. Other, at the discretion of the Provost, or in some cases of the President. See below "Other Reimbursable Moving Expenses."

Calculation of Reimbursement Amount

The University will reimburse **75%** of all approved moving expenses for moves *exceeding 50 miles from the University* from a point of origin within a zone listed below, up to the amount indicated:

- **Zone 1** - \$3,000. This zone includes all states east of the Mississippi River:

Alabama	Kentucky	New Jersey	Tennessee
Connecticut	Maine	New York	Vermont
Delaware	Maryland	North Carolina	Virginia
Florida	Massachusetts	Ohio	West Virginia
Georgia	Michigan	Pennsylvania	Wisconsin
Illinois	Mississippi	Rhode Island	
Indiana	New Hampshire	South Carolina	

- **Zone 2** - \$4,500. This zone includes the following states:

Arkansas	Louisiana	New Mexico	Texas
Colorado	Minnesota	North Dakota	Wyoming
Iowa	Missouri	Oklahoma	
Kansas	Nebraska	South Dakota	

- **Zone 3** - \$6,000. This zone includes the following states:

Arizona	Idaho	Nevada	Utah
California	Montana	Oregon	Washington

- **Zone 4** - \$7,500. This zone includes the following:

Alaska	Hawaii	International
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Basic Reimbursement Moving Expenses (Basic)

1. The cost of packing, crating and shipping furniture, other household items and personal effects of the employee and other members of his/her household.
2. The cost of storing and insuring items within the 30-day period after moving out of the former home and before delivery to the new residence.
3. Cost of transportation and lodging, except meals, for the employee and household members while traveling from former residence to the new location. The cost of only one trip per person may be reimbursed; however, all family members are not required to make the trip at the same time.
4. If household items are moved by a commercial mover, the employee must obtain three bids. For interstate and intrastate moves, the use of the University's MHEC and E & I Moving/Re-location Contracts are available. When contacting the moving companies, tell them that you are using a MHEC or an E & I contract to obtain the largest employee (University) discount. Employee must provide three bids for reimbursement, and submit said bids with the reimbursement form paperwork. See "Sources of Assistance," below, and the chart that provides both consortium moving companies.
5. If travel is by air, arrangements can be made with the University's contracted travel agency (Sanditz Travel, 860-623-0151), directly through an airline, or via an online brokerage such as Travelocity or Expedia. In order to obtain the lowest priced fares, all reservations should be made at least three weeks prior to departure.
6. If travel is by car, expenses are computed at the current IRS-regulated moving reimbursement amount per mile driven (see <https://www.irs.gov/tax-professionals/standard-mileage-rates>), plus tolls and parking fees. The route taken must be the most direct one; side trips for sightseeing or other visits are not reimbursable. The number of days is to be limited to the number reasonably required for the specified distance (assuming 600 miles per day). Please provide a Google Maps printout, or comparable printed driving directions with the reimbursement form and paperwork.
7. If a spouse or significant-other moves simultaneously to employment at another area employer, all moving expenses are prorated if reimbursement from the other employer is forthcoming.

Other Reimbursable Moving Expenses

Other moving reimbursements, which are taxable, are available only at the discretion of the Provost, and may require further approval from the President:

1. House hunting trips prior to the actual move, generally including:
 - a. Transportation to Western New England University from the guest's home address
 - b. Lodging while visiting WNE University and/or the area to look for housing

c. Use of a rental car; this needs to get *prior approval* from the Provost or President

2. Temporary living expenses at the new location.

3. Any meal expenses.

Authorization for Reimbursement of Moving Expenses

The head of the department requesting a reimbursement must complete a "Request for Moving Reimbursement" form, available at Procurement Services or online at the Procurement page of the University website, justifying the reimbursement. Note: indicate in the justification whether the level of reimbursement is "Basic" or includes both "Basic" and "Other," which requires the Provost's, and in some cases the President's, approval.

1. If the position being filled is other than Dean or Vice President, the division Vice President must approve the request.
2. If the position being filled is not for Dean or Vice President and the reimbursement level includes both "Basic" and "Other," the approval of the President may also be required.
3. If the position being filled is for Dean or Vice President the President must approve the request.

Payment for Reimbursable Moving Expenses

In order to receive reimbursement, the employee must complete a "Moving Expense Reimbursement Report," which should have been provided to the employee, obtained from Procurement Services, or retrieved online.

1. Employee completes the expense report as indicated on the form.
2. Receipts are attached substantiating all expenses for which reimbursement is being claimed.
3. The department head approves the expense report for payment.
4. The signed report is then submitted to the Provost's Office (if an academic position) or to the applicable Vice President, depending on the division, for all non-academic positions.
5. The expense report is then forwarded to the Director of Procurement Services for review to adherence to the University policies. It is then forwarded to the Controller's Office for secondary approval. Provided the expense report has all supporting documentation and complies with all University policies, the expense report will then be submitted to Payroll for payment. Regardless of the taxability of the reimbursement, all payments will be processed through payroll.

Sources of Assistance

For assistance concerning moving expenses, obtaining forms or completing the expense report, contact the Director of Procurement Services at 413-782-1747. The Director of Procurement Services can direct employees to MHEC and E & I contract vendors that provide moving, travel and other related services at the lowest cost.

Please note that if you change your mailing address, be sure to notify the IRS using Form 8822, Change of Address. Mail it to the Internal Revenue Service Center for your old address. Addresses for the service centers are on the back of the form.

Massachusetts Higher Educational Consortium (MHEC) and Educational & Institutional Cooperative Service (E&I) Moving/Re-location Contact Info changes from year to year. To provide one with the most current consortium approved vendors, please contact Procurement Services.

Local Vendor/Alumni Offering Discount to Staff

- Dahlke Moving & Storage Inc. 413-543-1920 contact Mark Dahlke, Alumnus of Western New England University