

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Moving and Relocation Policy

TIU POLICY #: P-315

STATUS: Approved, July 2011
Updated, July 2015

I. PURPOSE:

To specify Trinity International University (University) guidelines for the eligibility of new employee moving and relocation expenses.

II. SCOPE:

This policy applies to all full-time faculty and certain administrative positions as recommended and approved by the President or the Chief Financial Officer.

III. POLICY:

A. Distance Considerations and Maximum Payment

To be considered for payment of moving expenses the distance traveled from the employee's current residence to the University must be greater than 50 miles. Moving expenses will be paid up to the amounts listed in the chart below:

Relocation distance between 50 and 250 miles	Relocation distance between 251 and 750 miles	Relocation distance greater than 750 miles
\$5,000	\$7,500	\$10,000

Costs that exceed the scope of the policy are the responsibility of the employee. The employee will need to make arrangements with the carrier for payment.

B. House Hunting Trip

Once an offer of employment has been extended and accepted, an employee who has been approved for the payment of moving expenses may schedule a house hunting trip. Reasonable lodging, transportation and meal expenses will be reimbursed for the employee and their spouse. The length of this trip is typically three days or less. Itemized receipts should be submitted to the Human Resources department for payment.

C. Selection of Carrier and Moving of Employee's Household Effects

1. All employees who have been approved for the payment of moving expense are required to complete a Moving Expense Agreement form ([Form 315-A](#)).
2. The University has a preferred customer service agreement with a national carrier to provide professional moving services. You may choose to use this carrier or select your own moving company.
 - a. Employees who choose the University's preferred carrier will be contacted by a personal relocation consultant who will coordinate all aspects of the move. The carrier will bill the University for moving costs up to the maximum level outlined in Section A.
 - b. Employees who choose to contract with an alternative moving carrier and wish to be reimbursed for moving expenses should:
 - i. Contact the Human Resources department.
 - ii. Submit at least two bids for moving services (the lowest bid will generally be selected).
 - iii. Make all arrangements and pay all costs associated with the move.
 - iv. Submit itemized receipts to the Human Resources department for reimbursement up to the maximum level outlined in Section A.

D. Travel Expenses

Reasonable travel and lodging expenses for the employee (including family members) during the move may be reimbursed. Itemized receipts should be submitted to the Human Resources department for payment.

While the University follows all IRS guidelines for non-taxable moving expenses it will not pay for:

1. Insurance premiums over and above the cost of insurance ordinarily provided by the moving carrier;
2. Expenses of buying or selling a home;
3. Meals expenses during the move;
4. Items considered above and beyond a typical household move.