

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>
    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](mailto: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](mailto:mpertierra@miami.edu) should you have any questions on the DHRS entry for the relocation.