

**APPENDIX XIII**

**RELOCATION EXPENSES**

# MOREHOUSE SCHOOL OF MEDICINE

## ACADEMIC AFFAIRS POLICY

### RELOCATION EXPENSES

#### **PURPOSE:**

To enhance recruitment of exceptional candidates for full time faculty positions, department chairs may negotiate to help defray their relocation expenses.

#### **SCOPE:**

The dean and senior vice president for academic affairs is responsible for ensuring compliance with this policy. This policy applies to academic department chairs and faculty.

#### **POLICY:**

MSM will reimburse relocation expenses for full-time faculty only. Such persons must remain in the employ of the medical school for the duration of their initial faculty appointment (one to five years) to justify the expense being made on their behalf. Should the employee resign prior to the completion of the year, reimbursement of relocation expenses will be required and paid prior to distribution of the final paycheck.

#### **PROCEDURES:**

1. **Eligibility:**

Reimbursements of relocation expenses for full time faculty require the prior approval of the dean.

2. **Types of Expenses Covered:**

- A. Cost of a moving company (with lowest bid as described below)
- B. Coach airfares for the employee and the dependent members of the family from the previous location to the Atlanta area (MSM) by the most direct route.
- C. Allowable travel expenses for meals, lodging, and mileage directly to the Atlanta area (MSM) in accordance with MSM policy for travel.
- D. Other items allowable under the **IRS Code**, except reimbursement for the sale of home [including commission paid and losses incurred in the sale].

3. **Procedures for Reimbursement by MSM:**

- A. The employee will obtain and submit estimates from three certified moving companies and select the lowest bid offered. If the relocation includes research or laboratory equipment, the estimates must distinguish between personal and professional property. If extenuating circumstances prevents acceptance of the lowest bid [as to quality or other issues], contact the director of MSM's purchasing department for guidance.
- B. The employee will submit to the department chair **original receipts** for all appropriate expenses.
- C. The department will submit the receipts attached to a requisition to the dean's office for approval, after which it will be forwarded to the MSM accounts payable office for reimbursement. If the position is funded from a grant, relocation expenses should be written into the grant to the extent allowable. All reimbursable expenses should be charged to the relocation object code (655230).
- D. If another agency or employer is responsible for such moving expenses, the employee may request reimbursement for the difference between actual cost and amount covered by alternative sources.

4. **Reimbursement of Expenses:**

- A. The dean's office has developed a scale to help defray relocation costs. The scale is neither developed nor intended to support the total costs of relocation. MSM allows reimbursement of receipt supported relocation expenses up to the limits stated below:

Instructor	\$2,000
Assistant Professor	\$2,500
Associate Professor	\$3,500
Professor	\$6,000
Chair	\$7,000
- B. The school will make reimbursement greater than the limits stated below only under exceptional circumstances. These circumstances (i.e., relocation of special equipment) must clearly be shown to benefit the objectives of the school and department. Such instances require the use of non institutional department funds and the advance approval of the senior vice president for academic affairs (the dean).
- C. PHS policy states that when relocation costs have been charged to a grant in connection with the recruitment of a new employee and the employee resigns for personal reasons within twelve (12) months after hire, the

institution must credit the debited account for the full cost of the relocation charged to the grant.

- D. In accordance with IRS guidelines, personal relocation expenses will be included on the employees earnings statements and W-2 forms in the year they are paid. Reimbursements for items such as meals will be treated as supplemental earnings and appropriate federal and state taxes deducted from the employee paycheck. At the end of the year, the payroll office will issue the employee a moving expense information form (4782). Employees are responsible for reporting the applicable expenses on their tax returns.

**Approved 10/22/98**