



Relocation Expense Assistance Guideline

PURPOSE

Departments may commit reasonable funding to support a new employee's relocation and associated moving expenses. The purpose of this document is to provide guidance for the distribution of relocation assistance funds.

INTENT

Relocation assistance is a perquisite and talent acquisition tool intended to support the competitive standing of the University within the job market. Relocation assistance is not intended to pay the specific expenses incurred by each individual, but rather, to help alleviate the financial burden incurred by new employees from outside of the Huntsville area. As such, relocation assistance guidelines are based upon 1) the distance that one must travel to relocate 2) the type of job that one will assume and its relative competitiveness in the regional and/or national job market. These guidelines also promote a method of funds distribution that minimizes administrative processing for the University, while maximizing flexibility for the new employee.

PROCEDURES

Relocation assistance will be funded at the departmental level. (It is not required that any new hire receive relocation assistance and such should be considered based upon recruitment requirements and total compensation principles.) The approved relocation assistance amount will be documented in the employment offer letter from Human Resources and must be paid after the new employee's first day of work. New employees who do not successfully complete their six-month probationary period may be required to repay relocation assistance funds.

Relocation assistance funds may be used at the employee's discretion to support moving expenses. New employees are not required to submit documentation for proof of expenditure. As such, relocation expenses are taxed similar to a bonus, relative to Internal Revenue Service and State of Alabama standards. (For more information on withholdings, contact UAH Services at 256.842.2254 or payroll@uah.edu.) To request payment, the employee should submit a Miscellaneous Voucher with the offer letter attached to Business Services.