

MOVING EXPENSES

If an employment contract for a faculty member provided for the reimbursement of moving expenses (typically only tenure-track offers make this provision), a Payment Requisition should be completed.

1. Only the amount that was provided in the employment contract should be placed on the Requisition, even if the cost was higher. (for example, most employment letters provide for \$2,000 in moving expenses; if the actual cost was \$3,000, only \$2,000 should be placed on the Requisition because that is all we will reimburse).
2. Attach the invoice showing payment by the faculty member.
3. Leave the Cost Center and Account Number blank.
4. Have the supervisor sign the Requisition and send it to Renee' Vandiver for assignment of an account number.
5. Payment Requisitions must be submitted before September 30 of the budget year in which hired, unless previous arrangements have been made and/or approved.