

3341-6-58 Relocation Expense.

Applicability	All University units
Responsible Office	Division of Finance and Administration
Responsible Administrator	Vice President for Finance and Administration

(A) Policy Statement and Purpose

In an effort to competitively recruit employees to join Bowling Green State University, BGSU may offer candidates a reimbursement to defray the costs of relocation. A one-time “not to exceed” reimbursement for relocation expenses is permissible when it is deemed necessary in order to negotiate a satisfactory offer of appointment for senior level administrative staff positions (e.g., Cabinet level and above), full-time faculty positions, or athletic coaches. In rare circumstances, this reimbursement may be offered to competitively-recruited candidates for other positions, as identified through objective criteria.

(B) Policy**(1) Eligibility**

A newly-appointed faculty or staff member may be eligible for a relocation expense reimbursement if two conditions are met. First, accepting the offered position at BGSU must add fifty miles or more to the person’s one-way commute. For example, if the commute to the person’s last place of employment was five miles and the commute to their employing BGSU campus will be at least fifty-five miles, this condition is satisfied. Second, the person must have relocated their household because of their new BGSU employment.

The appointing authority will determine when a reimbursement is appropriate and must include the maximum amount of the reimbursement in the appointment offer letter or equivalent form.

(2) Preferred Suppliers

When feasible, the University encourages the use of **specific suppliers** when contracting for moving services.

(3) Determination of Maximum Amount

The maximum amount of the reimbursement shall be determined by the appointing authority, in consultation with the Controller's Office, and specified in the appointment offer letter or equivalent form. This maximum amount will be determined by using objective criteria to estimate the costs of relocation; shall not exceed one-twelfth of the position's annual base salary; and is subject to the availability of funds under the control of the appointing authority. For avoidance of doubt, the reimbursement for a nine-month faculty appointment is predicated on the annual base salary without regard to whether the faculty member is paid in nine or twelve annual installments. The Controller's Office will convert a nine-month academic year (AY) salary to an annual base salary by using the following formula: $AY \text{ salary} / 9 \times 11 = \text{annual base salary}$. One-twelfth of the annual base salary will be the maximum amount.

In rare instances, circumstances may dictate a higher reimbursement amount, which would require advance written approval from the Vice President of Finance and Administration.

(4) Receipts and Method of Payment

Moving-related expense receipts must be submitted to the Controller's Office within one calendar year of the date of the appointment offer letter or equivalent form. The Controller's Office may extend this deadline for good cause shown. BGSU will reimburse only those expenses that meet the IRS definition of a moving expense. A single reimbursement payment based on the verified receipts will be made, and it will be reported in accordance with IRS regulations at the time of payment.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: November 29, 2021

Amended Date: November 30, 2023; February 26, 2024