

## Quick Reference Guide

# Moving Allowance

### **Information**

Allowable for new full-time faculty, and in some cases new staff, at initial employment only, who have been awarded this benefit and reside 50 miles from the University.

Considered a taxable benefit, therefore, should be included in a faculty member's letter of intent and contract, and in a staff member's letter of appointment.

As a taxable benefit, processed through payroll.

Items covered: reasonable expenses for moving personal property, household goods, furniture, clothing, appliances, and books; reasonable personal travel expenses for the individual and their family, including mileage allowance consistent with the University travel policy and reasonable food and lodging expenses encountered in the direct relocation trip to Cleveland.

New faculty/staff shall submit allowable receipts within the first 180 days of employment, with reimbursement occurring after the first day of employment.

Moving reimbursement is a cost to the college except for full-time faculty appointments - tenure/tenure track, clinical, professors of practice, and lecturers - in which case the Provost's Office covers up to \$1,500.

### **Procedure Detail**

Within 180 days of employment, the Taxable Moving Authorization Form shall be completed and routed for signatures (employee; supervisor; dean) along with receipts.

The Taxable Moving Allowance Form and receipts shall be uploaded to the Academic Affairs Budget and Operation task hub for the Provost's Office review and signature. [Task](#)

The appropriate BTR shall be submitted by the Budget Manager/Coordinator, which involves providing funding to the salary account in the department where the individual is assigned (e.g., 0113-0010-0519-01 for a faculty member in Teacher Education). Only in the case of a moving allowance shall a salary account be listed on a BTR without fringe.

Once documents are ready and the BTR has been submitted, the form along with the receipts will be routed to Budgets and Payroll for final processing.

This payment will be included in the employee's taxable gross pay.