



3. The benefits that accrue to the University and the hiring Division as a result of the new employee.
4. The nature of the position being filled by the new employee.

The University may determine to reimburse all or a portion of a new employee's relocation expenses. The University will not authorize payment of a separate allowance of relocation expenses for each member of a family, or members of the same household employed by the University.

#### **IV. REIMBURSEMENT**

The employee will be reimbursed only for those moving expenses and travel expenses that are reasonable for the circumstances of the move. For example, the cost of traveling from the employee's former home to the new home should be by the shortest, most direct route available by conventional transportation. If, during the trip to the new home, the employee stops over, or makes side trips for sightseeing, the additional expenses for such stopover or side trips will not be reimbursed. See Procedure 6412 University Travel. The types of moving expenses and related travel expenses that qualify for reimbursement will be determined in accordance with guidelines of the Internal Revenue Service.

Reimbursement for reasonable and necessary relocation expenses shall be subject to the hiring Division's budget limits with the recommendation and approval of the Divisional Executive. Any reimbursement is limited to actual costs incurred up to the amounts agreed to by the hiring Division, within the limits outlined in this procedure. Authorized limits may be set from time to time by the Senior Vice President for Administration & Finance and Chief Financial Officer for the respective Division subject to available funds.

Stockton University requires a new employee to meet the following requirements for eligible relocation expenses:

1. Relocation expenses must have a University connection – that is, the newly hired employee must have paid or incurred relocation expenses while performing services as an employee of this University. Two examples of this are the reasonable expenses of moving an employee's possessions from their former home to their new home and traveling from the employee's former home to new home.
2. New employees must adequately account to the University for the relocation expenses within a reasonable period of time and in no case more than one year after the start of employment with the University.

#### **V. OFFER LETTER TO PROSPECTIVE EMPLOYEES**

When extending offers to prospective employees, the Divisional Executive for the hiring Division may elect to reimburse a portion of the new employee's reasonable and necessary relocation expenses. If the payment of relocation expenses is approved by the University President, the Offer Letter to the new employee shall state that:

