



Kutztown University Policy A&F-032

MOVING EXPENSES REGULATIONS POLICY

A. Purpose

The purpose of this policy is to address the terms and conditions for the reimbursement or payment of moving expenses by the university to an employee.

B. Scope

This policy applies to both new and internal employees, who at the time of appointment, meet the terms and conditions of this policy, as set forth below.

C. Policy

At the discretion of the President, at the time of appointment, moving expenses may be paid in part or in full for positions at management level 210 and above by the university, whether the employee is transferring from outside the State System or from within the State System, including within Kutztown University. Reimbursement of reasonable and customary relocation expenses will be covered for employees moving to an address within a 30-mile radius of the university. Reimbursement of costs requires the individual to obtain a minimum of three quotes from responsible bidders and bids must be submitted within one year of having been received. Reimbursement will be capped at the amount quoted by the lowest responsible bidder, up to a maximum of \$6,000.

D. Tax Consequences

Consistent with IRS regulations and State System Board of Governors and procurement policies and procedures, reimbursement or payment of moving expenses to employees is made directly through payroll and is taxable to the employee as compensation.

E. Effective Date

Adopted By
President Kenneth S. Hawkinson
Date: April 4, 2023