

SECTION: 4. ADMINISTRATIVE

SUBJECT: MOVING EXPENSES POLICY & PROCEDURES

Background: The purpose of this policy, **Moving Expenses Policy & Procedures 4.110** is to update Lewis-Clark State College's moving expense policy and procedures as required by the State Board of Education Governing Policy. http://www.boardofed.idaho.gov/policies/documents/policies/v/vj_travel_and_moving_expenses_1208.pdf

Point of Contact: Budget Office

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: President, Provost/Vice President for Academic Affairs, Vice President for Finance and Administration and Bursar

Date of approval by LCSC authority:

Date of State Board Approval: N/A

Date of Most Recent Review: March, 2014

Summary of Major Changes incorporated in this revision to the policy: Revises the web-site addresses for Employee Relocation Expense instructions and form.

Philosophy

To enable Lewis-Clark State College to be competitive in the employment market and to be able to attract and retain a competent work force, it may be necessary to defray an employee's moving expenses.

Policy

1. All or some portion of the moving expenses of an employee may be reimbursed by Lewis-Clark State College when the reimbursement will be in the best interest of Lewis-Clark State College and subject to the availability of funds.
2. Lewis-Clark State College has adopted the Idaho State Moving Policy and Procedures (<http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/movpolandproc.htm>) as approved by the State Board of Examiners subject to the following conditions:
 - A Moving expense reimbursements are at the discretion of Lewis-Clark State College and should be established as a part of the employment contract.
 - B Agreements to reimburse moving expenses require the prior approval of the

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appropriate vice president and approved by the president and shall be reviewed by the Budget Director for the source and availability of funds.

- C The moving expense reimbursement is determined by an employee's base salary subject to the following maximum reimbursements.

<u>Base Salary</u>	<u>Maximum Reimbursement</u>
\$31,824 – 34,999 (State exempt level)	\$1,500
35,000 – 39,999	2,000
40,000 – 44,999	2,500
45,000 – 49,999	3,000
50,000 – 59,999	3,500
60,000 and above	Negotiable

The maximum aggregate moving expense reimbursement shall not exceed 10% of the employee's base salary or \$15,000 whichever is less.

- D Expenses in excess of the specified reimbursement limit as stated in the employment contract shall be the liability of the employee.
 - E The employee must first pay for any moving expenses incurred. Lewis-Clark State College will reimburse only the employee. Reimbursement of moving expenses will only be made after the Employee Relocation Expense report and all supporting documentation have been completed and approved. The approved Employee Relocation Expense instructions and report can be found at: <http://www.lcsc.edu/media/530413/moving-expense-form-instructions.pdf>
<http://www.lcsc.edu/media/530387/movingexpenseform.pdf>
 - F Employees who received moving expense reimbursements and voluntarily resign within one year of the official beginning date of employment, will be required to pay back 100% of any moving cost expense reimbursement(s) received.
3. Reimbursement of moving expenses in excess of \$5,000 for an employee must be reported to the State Board of Education. Annual reports of all moving expense reimbursements must be reported on each October 1 to the State Board of Education as required by the Division of Financial Management and Legislative Services Office.