

# 1 **Moving Expenses for New Employees**

2 Effective: Moved to Policy Library from UPM 3.4(5)

3 Reviewed and Updated: November 2024

4 Contact: [Controller's Office](#)

## 5 **Introduction**

6 This policy provides information about the conditions under which ISU provides an allowance for  
7 expenses relating to new employee household relocation

## 8 **Policy Statement**

9 When an employing unit's administration believes it is necessary to cover household relocation  
10 expenses in order to attract specific personnel, they may agree to provide an allowance to the new  
11 hire to cover household relocation expenses in accordance with the parameters set below.

## 12 **Eligibility**

13 Only full-time employees are eligible to receive an allowance for household relocation  
14 expenses. Part-time employees may be eligible with specific approval from appropriate authorized  
15 individuals.

16 Authorized Individuals may include:

- 17 • President
- 18 • Provost
- 19 • Senior Vice President
- 20 • Dean
- 21 • Director
- 22 • Department Chair (or designee)

23 A copy of the final Letter of Intent (LOI) with the amount of the moving expenses and authorized  
24 signature is to be provided at the time the expenses are submitted for reimbursement.

## 25 **Allowance Limits**

26 ISU does not specify specific dollar limits that departments can offer for household relocation  
27 expenses; however, Departments should use good judgment to ensure that the allowance is  
28 commensurate with the position for which they were hired. Departments may also take the moving  
29 circumstances of the new hire into consideration. (For example, if they are moving from an  
30 international destination or from one of the coasts). Procurement Services may offer guidance on  
31 what is appropriate for a specific situation.

32 An allowance may be used for any of the allowable household relocation expenses that the new hire  
33 sees fit.

34 The moving allowance and house hunting expenses provided constitutes taxable income to the  
35 employee. Reimbursements will not be paid until after the first day of employment.

## 36 **Allowable Household Relocation Expenses**

37 House-Hunting Trips

38 ISU may reimburse allowable travel expenses relating to one house-hunting trip for a new  
39 hire. Travel expenses for the spouse and children may also be covered. A second house-hunting  
40 trip may be authorized with specific approval from appropriate authorized individuals as described  
41 above.

#### 42 Travel Expenses

43 ISU may reimburse allowable travel expenses while in transit during the move. Travel expenses for  
44 the spouse and children may also be covered during this time. Travel expenses to return home after  
45 the move to finalize the transition may be authorized with specific approval from appropriate  
46 authorized individuals as described above. This includes the following:

- 47 • Mileage (for the most direct route)
- 48 • Airfare
- 49 • Car Rental
- 50 • Lodging
- 51 • Meals
- 52 • Road Tolls

#### 53 Moving of Household Items

54 ISU has a contract for discounted pricing with a full-service moving company that is available for  
55 use. Contact Procurement Services to utilize this contract. ISU can issue a purchase order to pay  
56 for these costs directly on behalf of the new hire.

57 If a new hire wants to use a full-service moving company other than ISU's contracted moving  
58 company or a self-move, the new hire must pay for the expenses personally and be reimbursed.

#### 59 Moving of Motor Vehicles/Boats/RVs

60 ISU may cover expenses for the move of up to two (2) motor vehicles. Moving additional vehicles,  
61 boats or RVs may be authorized with specific approval from appropriate authorized individuals as  
62 described above.

#### 63 Temporary Lodging Expenses

64 ISU may reimburse temporary lodging expenses for up to 30 days. Temporary lodging expenses  
65 may include the cost to stay in a hotel. ISU may not cover temporary lodging expenses paid to  
66 individuals that are not in the business of providing lodging services.

#### 67 Packing Materials

68 ISU may reimburse the cost of disposable packing supplies. This includes cardboard boxes,  
69 packing tape/dispenser, packing peanuts, stretch wrap, bubble wrap or similar products only.

#### 70 Storage Costs

71 ISU may reimburse the cost to store household items up to 30 days. Storage fees beyond 30 days  
72 may be authorized with specific approval from appropriate authorized individuals as described  
73 above.

#### 74 Debris Removal

75 ISU may cover expenses for debris removal.

76 Commercial Labor/Truck Rentals

77 In the event that the new hire chooses not to use a full-service moving company, they may choose to  
78 rent equipment and move themselves. In this instance they may be reimbursed for the following  
79 expenses:

- 80 • Truck Rental (e.g. U-Haul/Penske/PODs)
- 81 • Gas for the rental truck
- 82 • Insurance purchased through the truck rental company
- 83 • Rental of dollies and other moving/lifting tools
- 84 • Protective padding
- 85 • Rental of ropes and tie-downs

86 ISU may also reimburse expenses paid to a commercial company for moving labor.

87 Shipping Costs

88 In some instances, it may be more cost effective for a new hire to ship or mail their items through  
89 mail (such as FedEx, USPS, or UPS). These costs are allowable and would be reimbursable.

90 **Non-Allowable Household Relocation Expenses**

91 Non-Commercial Labor

92 ISU will not cover expenses for non-commercial labor. This includes paying money to friends and  
93 family for their assistance with packing, loading, driving vehicles, etc.

94 Cleaning Services

95 ISU will not cover expenses for household cleaning services.

96 Misc. Items

97 ISU will not cover the cost of items used for moving that have a benefit to the new hire after the  
98 move is complete. This includes but is not limited to plastic totes, tools, cleaning supplies or other  
99 equipment.

100 Plants/Animals

101 ISU will not cover expenses for moving household plants or animals.

102 Gratuities

103 While it is customary to provide gratuities to moving staff, ISU will not reimburse gratuities.

104 **Resources**

105 **Links**

- 106 • [Controller's Department Contact for Moving Expenses](#)
- 107 • [University Human Resources \(see Relocation Resources on this page\)](#)
- 108 • [Moving Assistance - Procurement Services](#)