



**Administrative Practice:
Moving and Relocation**

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Colorado Mesa University may provide compensation to newly hired faculty and exempt employees in recognition of personal costs incurred in moving and relocating to Grand Junction to begin employment at Colorado Mesa University.

The decision to award compensation is solely at the discretion of the President. The determination to award and the amount of the award is guided by the level of the position, the distance the employee is moving, and the availability of College funds.

Taxable Income

Compensation awarded to new employees for moving and relocating will be treated as ordinary income to the new employee and all required taxes will be withheld. It is the new employee's responsibility to secure any eligible tax relief through filing his/her annual federal/state income tax return.

Contribution to Pension

Employer and employee pension contributions will not be made on compensation related to moving and relocation. The intent of this arrangement is not meant to be in any way representative of IRS rules regarding moving and relocation expenses.

Supporting Documentation Required

New employees who are to be awarded compensation for moving and relocation are required to submit to the appropriate hiring authority a list of moving and relocation expenses with supporting documentation.

Eligible Expenses

The following expenses are eligible for consideration. This list is not all inclusive.

- Pre-move house hunting expenses.
- Cost of packing, crating and transporting household goods and personal effects.
- Cost of storing and insuring household goods and personal effects within any period of 30 consecutive days after the day your things are moved from former home and before they are delivered to new home.
- Transportation and lodging, including expenses incurred on the day of arrival.
- Actual expenses, such as gasoline and oil for vehicle or the standard mileage rate.
- Temporary living expenses.

Ineligible Expenses

The following expenses are not eligible for consideration:

- Any part of the purchase price of a new home.
- Expenses of buying or selling a home.
- Expenses of getting or terminating a lease.
- Home improvements to help sell a home.
- Loss on the sale of a home.
- Losses from disposing of memberships in clubs.
- Meal expenses.
- Mortgage penalties.
- Real estate taxes.
- Refitting of carpets and window coverings.
- Security deposits (including any given up due to the move).

Colorado Mesa University reserves the right to reject any expense at its discretion.

