



**Administrative Procedure:
Moving Allowance**

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I. Policy

<http://www.coloradomesa.edu/academic-affairs/faculty/cmu-ppeh-allsections1.pdf>

Refer to: Section III.C.1.f (page III-2) and Section III.I.6 (page III-6)

II. Procedure

1. To be eligible for a moving allowance, the employee's relocation must meet the following conditions:
 - a. Full-time Position – The employee must be assigned to a full-time faculty or exempt professional position and must have agreed to work on a full-time basis for at least one year. For faculty appointed on an academic year basis, one year is defined as two concurrent regular academic sessions of fall and spring or spring and fall semesters equal to nine months. For all other full time employees, one year is defined as twelve months.
 - b. IRS Distance Requirement: The move of residence must meet the IRS Distance Test which can be found at: <https://www.irs.gov/publications/p521/ar02.html>
2. Employer and employee pension contributions will not be made on the allowance payment. The intent of this arrangement is not meant to be in any way representative of IRS rules regarding moving and relocation expenses. A simple statement of the moving allowance may be treated as taxable income according to the IRS and the employee is responsible for anticipating and handling any tax issues relative to the moving allowance.

III. Process

1. Allowance must be specified in written letter of offer. Designated hiring authority can provide an allowance up to \$2,000. An amount greater than \$2,000 requires Presidential approval.
2. When completing the initial Administrative/Faculty Appointment Form at time of hire, the hiring manager should note the approved moving compensation amount as stated in the offer letter.
3. Human Resources will submit through an EPAF, the approved moving compensation with the initial payroll for a new employee. Human Resources will submit to payroll a copy of the signed offer letter as verification of the approved moving allowance. Employee will receive written confirmation of payment when complete.
4. The allowance will be paid as a lump sum payment through payroll. The allowance will be reported as taxable income and included on the employee's W-2 statement at the end of the year.