

Relocation Package Example

The University of Utah XXXX Department is pleased to present you a relocation package up to a maximum budget of \$XXXX.XX. All expenses shall be based upon receipted actual dollars spent. Any remaining balance will not be paid directly to the new employee.

For your relocation expenses, the University will pay for the following approved expenses. Note: These costs will be added to your Payroll reporting as wages per Internal Revenue Code:

- Costs of moving ordinary personal and household effects.
- Cost for one moving trip to new residence per member of household. Shortest, most direct route available by conventional transportation.
- Cost for mileage at the current moving mileage rate for the actual move.
- Costs for shipping for moving ordinary personal and household effects.
- Costs of house-hunting expenses. One trip for employee (with spouse optional).
- Costs for temporary housing up to five days if arrival of household goods has been delayed for reasons beyond the control of the employee.
- Costs for meals or per diem.

Valid, itemized receipts are required for all expenditures. Receipts should be turned in within one month of your moving event.

Should you leave prior to completing one year of service to the university, all moving expenses paid directly or reimbursed must be returned to the University of Utah.

Thank you and welcome to the University!

Please Note:

- Relocation packages presented to the potential employee's must be accompanied by the appropriate level signatures.
- Departments are responsible for what they offer prospective candidates. Your department assumes responsibility and risks for items and services offered by the department outside of policy, tax allowances or the contract with the provider.