

Moving Expense Reimbursement Benefit

Effective January 1, 2025

Background

The university recognizes that talent acquisition and workforce planning strategies are necessary and critical to the university's stated goal of achieving R1 status by 2030. To support these efforts, the Office of Human Resources recommends increasing expense reimbursement amounts to support a more competitive talent acquisition strategy. The current moving expense reimbursement benefit is limited to a one-time \$3,500 taxable benefit. While this is advantageous to finalist candidates who may qualify for such a benefit, it may leave newly hired employees with significant expenses related to their move.

Moving Expenses Reimbursement

Positions eligible for relocation include regular full-time faculty, researchers, department chairs, deans, directors, vice presidents of any level, and the president of the university. Regular full-time professional administrative staff positions may be eligible in special circumstances. Special circumstances may include the recruitment of individuals with extraordinary credentials or experience or a combination of the two, where it is unlikely that the university will find another such candidate. In all cases, eligibility for reimbursement of moving expenses will be determined on a case-by-case basis.

To be eligible for reimbursement of moving expenses, the individual must have received, or be eligible to receive, a written offer of employment signed by the president. The authorization to reimburse moving expenses will accompany the appointment offer letter. In addition, the individual must be moving at least fifty (50) miles from their current address AND moving to an address within fifty (50) miles of Morgan State University.

Approved moving expense reimbursements will be capped at the following amounts:

Position	Reimbursement Maximum	Approver
President	Set by the Board of Regents	Board of Regents
Division or area vice president	\$15,000.00	University President or designee
Associate vice president, assistant vice president, and deans (all levels)	\$10,000.00	University President or designee
Directors (all levels) and chairs	\$7,500.00	University President or designee
Full-time faculty, researchers, athletic coaches, professional/administrative staff	\$5,000.00	University President or designee

The hiring department should indicate requests for moving expense reimbursement when the Morgan Employment Management System (MEMS) hiring proposal for the finalist candidate is submitted. If approved, the recommendation will be included with the Office of Human Resources' appointment letter to the President.

The president or their designee must approve exceptions to eligibility or to the reimbursement maximum before any offer of employment or reimbursement is extended. Requests for an exception must be submitted in writing by the division vice president to the president and should include justification for the exception. If approved, the moving expense reimbursement authorization letter with the approved exception will be submitted to the president, along with the appointment letter, for consideration and signature.

Eligible & Ineligible Expenses

The following is a list of eligible and ineligible moving expenses:

Eligible Expenses for Reimbursement	Ineligible Expenses
Hotel/motel costs (maximum of three (3) rooms, two (2) nights).	Airbnb lodging.
Mileage costs and tolls for personal vehicles for the drive from the previous residence to the new residence (max of one (1) trip, max of two (2) vehicles).	Transporting automobiles, costs related to moving or parking violations, and vehicle registration fees.
Mileage reimbursement for two (2) round-trip visits and applicable tolls for house-hunting purposes; capped at the State's mileage reimbursement rate.	Realtor or house hunting fees. Costs related to former or current residence (lease-breaking fees, closing costs, etc.).
Reputable third-party moving company (quotes required).	Transportation or kenneling of domestic pets.
Moving supplies to include boxes, packing material, tape, etc.	Alcohol; accidents or injuries associated with the move.
Moving vehicle rentals, including tolls and gasoline, not to exceed two (2) weeks; moving container rentals not to exceed one (1) month.	
Meal expenses incurred during the move, capped at the State's per diem rate, for a maximum of three (3) days, for a maximum of six (6) people.	

Quotes, Invoices, & Receipts

Individuals will be expected to obtain three (3) quotes for the cost of moving personal possessions if paying a 3rd party company to pack and move their possessions. Upon receipt of a paid itemized invoice, Morgan State University will reimburse the cost of the least expensive vendor up to the reimbursement maximum outlined in the earlier table. Payment will be made directly to the individual, not to the vendor. Quotes and receipts should be fully legible and appear on company letterhead with contact information clearly visible. Invoices should be on letterhead, itemized, and contain an invoice number, transaction date, and total amount due; all information must be legible.

In all cases, individuals will be required to produce documentation of the move that occurred. Documentation may include a copy of a new lease or mortgage within the appropriate geographic area. Other acceptable documentation could include a utility bill showing the employee's name and new address, a bank statement showing the same, a new driver's license or identification card, or a copy of an address change notification processed by the Motor Vehicle Administration.

Receipt-Free Option

Eligible individuals approved for moving expense reimbursement may voluntarily choose a receipt-free option. This option allows the individual to purchase boxes and related items, rent moving vehicles or containers, and physically move their belongings without requiring receipts. Individuals who choose the self-move option must meet the distance criteria to be eligible for reimbursement and produce documentation the move occurred.

Position	Reimbursement Maximum	Approver
Receipt-free self-move option for all eligible positions mentioned earlier	\$2,500.00	University President or designee

Requesting Reimbursement

Individuals approved for moving expense reimbursement should complete the *Moving Expenses Reimbursement* form in DocuSign and upload all quotes and receipts, if applicable. The Office of the Comptroller will review the submitted request for reasonableness and approve or deny the request within sixty (60) days. Should the request for reimbursement be denied, the Comptroller's Office will provide the employee with a written explanation for the denial within sixty (60) days of receipt of the reimbursement request.

Approved moving costs reimbursement amounts will be sent to the State of Maryland Comptroller's Office for processing and payment to the home address on the reimbursement form.

Morgan State University will only issue moving expense reimbursement to the individual relocating. Payments will not be made directly to a moving company or any other third-party vendor. Requests for moving expense reimbursement must be submitted within one hundred eighty (180) days of the individual's employment start date.

Tax Implications

Moving cost reimbursements are taxable income. Once the state issues a payment, the university Comptroller's Office will notify the State's Central Payroll Bureau (CPB) of the moving cost reimbursement amount. CPB will ensure that additional taxes are withheld over multiple paychecks and that the total moving costs reimbursement amount is added to that employee's W2 for the calendar year when the funds were received.

Due to the tax withholding requirements, moving costs reimbursements submitted after October 1 will be paid to the employees in January of the next calendar year.

Repayment

If the employee voluntarily resigns within twelve (12) months of their employment start date, they must reimburse the university for any moving expense reimbursements issued to them during their employment. Repayment must be made within sixty (60) days of their final date of employment with the university. Waiver of any of these terms can only be made by the president of the university or their designee. Any such request should be submitted by the division vice president with a justification explaining why the repayment terms should be altered or waived.

When possible and with the prior approval of the employee, repayment of moving expense reimbursement may be deducted from the employee's accrued leave payment, if any.

Collections

Any uncollected repayment balance of moving expense reimbursement will be transferred to the State Central Collections Unit one hundred twenty (120) days after the employee's final day worked at the university. Upon mutual agreement between the former employee and Morgan State University, a repayment plan may be considered before the matter is referred to collections.

Proposed Workflow

