



EMPLOYEE RELOCATION AND MOVING EXPENSE AGREEMENT

KSU will reimburse employees or pay directly to a third party non taxable IRS qualified expenses up to the approved budget amount within one year from date of employment.

Non taxable qualified expenses include:

- moving van line (common carrier)
- rental truck (self move)
- packing/crating
- insurance
- storage costs (up to 30 days)
- shipping of up to two vehicles
- final trip costs for employee and family which may include lodging (not meals)
- airfare and auto expenses

Please refer to KSU's relocation policy and [IRS Publication 521](#) for further information.

Kennesaw does not reimburse expenses for:

- animals (other than household pets)
- camper trailers
- boats
- planes
- other non-household items

Also, KSU does not reimburse expenses incurred in any real estate, remodeling or utility transactions nor the storage of goods, except storage of household effects for up to thirty (30) days. Non-qualified reimbursable expenses as determined by IRS regulations will not be reimbursed by the university.

Academic Moves at 800-654-6877 provides no-cost relocation services including carrier discounts, priority move dates, community assessments and tours, home finding, and rental services as part of their total personal move management. Academic Moves is a professional but independent service option offered to employees on a voluntary use basis.

Instructions for completing the Employee Expense and Relocation Reimbursement Form

At the time of reimbursement offer, the employee's supervisor will:

- Complete and approve the upper portion of the form
- Submit a copy of the form (approved by the supervisor), along with a copy of the offer letter to the employee, to KSU Human Resources (located at Building #35 [Campus Services])
- Give the original form to the employee for use in recording relocation expenses

Once the move is complete, the employee will:

- Complete columns 3 and 4 and sign the form
- Submit the signed form along with the original receipts to the employee's supervisor

The employee's supervisor will:

- Review the form for accuracy
- Identify costs associated with state and/or non-state funds and enter the totals in columns 1 and 2 of the form
- Submit the completed form (signed by the employee) along with the original receipts to KSU Human Resources

KSU RELOCATION AND MOVING EXPENSE REIMBURSEMENT FORM

Employee Name _____

Contact/Mail Address _____

Telephone _____ Cell _____ Other _____

Department _____ Job Title _____

Maximum Budget Allowed _____

Budget Account for State Funds _____

Budget Account for Non-State Funds _____

Supervisor Approval

Date

	Amount (State Funds) (1)	Amount (Non-State Funds) (2)	Payment to Employee (3)	Payment to Third Party (4)
Packing/Crating/Insurance				
Rental Truck (self move)				
Moving Van Line				
Airfare (final trip)				
Auto mileage ____ x .27				
Tolls and parking fees				
Lodging up to \$75 (no meals)				
Total				

I certify the expenses listed were incurred by me as a result of my relocation from _____ to _____ which is a commuting distance greater than 50 miles one way than the commuting distance between my former residence and my former work location. I agree and give the University an express lien on all salaries and other sums payable to me by the University for the purpose of securing payment of any amount which may become due and authorize the University to withhold said amount from any sums payable to me for salaries, expense reimbursement or otherwise. I also agree that in the event of termination within the first year of employment I will repay the University all relocation costs unless the University waives repayment.

Employee Signature

Date