



PROCESSING RELOCATION ALLOWANCES

APPOINTMENT RECOMMENDATION

Request relocation in the *special conditions* section of the Appointment Recommendation form in PeopleAdmin. Specify an exact amount (up to \$3,000 for in-state hires and \$5,000 for out-of-state) to be included in the final employment contract, based on the resources, needs, etc., of the Hiring Department.

MOVING EXPENSE AGREEMENT (Form attached below)

Forward a Moving Expense Agreement to the new employee after he/she has signed an employment contract, or request that Human Resources forward it simultaneously with the contract. Submit the original agreement through the appropriate approval protocol for the Division. Attach a copy of the fully-executed (i.e., signed by both the employee and the President or Chancellor) employment contract showing that relocation has been approved. Forward the Moving Expense Agreement packet to the Legal Office after approval of the Division Head. That office will obtain the signature of the President and return fully-executed (i.e., affixed with a contract number) copies of the agreement to both the Hiring Department and Human Resources. [NOTE: The Hiring Department should process a Moving Expense Agreement well in advance of the employee's first day, as new employees generally seek payment soon after arrival.]

BUDGET REVISION

Submit a Budget Revision, if needed, in advance of processing an Extra Service Pay Form. [NOTE: Hiring Departments *transferring* funds via a Budget Revision at year-end should ensure those funds are paid by year-end to prevent losing funds set aside in the current year and having to obligate funds in the succeeding year.]

EXTRA SERVICE PAY FORM

Submit an Extra Service Pay (ESP) form in PeopleAdmin along with a copy of the fully-executed Moving Expense Agreement. Payment will be processed on the monthly payroll for that month only if the information reaches Human Resources by the 10th of that month.

TENNESSEE BOARD OF REGENTS
MOVING EXPENSE AGREEMENT

Agreement made on “Date”, between **TENNESSEE STATE UNIVERSITY** (referred to as the Institution) and “Name” (referred to as the Employee),

WITNESS:

WHEREAS, the Employee, with employment effective “Date”, desires to move and relocate his/her residence from _____ to Nashville, Tennessee, and the Institution desires to reimburse or pay on behalf of the Employee the cost of the moving expenses, the parties therefore, agree as follows:

1. The Institution agrees to reimburse or pay on behalf of the Employee an amount not to exceed \$ _____ for moving expenses incurred for the relocation. Of this amount, not more than \$ _____ can be reimbursed directly to the individual. All reimbursement claims must comply with the State Comptroller’s rules and regulations in effect when this Agreement is signed. Also, the Employee agrees to provide original receipts for all claims.
2. In consideration for the Institution either reimbursing or paying the costs of moving, the Employee agrees to remain employed by the Institution for a period of at least one year. For faculty appointed on an academic basis, one year is defined as one regular academic session (Fall and Spring semesters, nine months). For all other annual faculty and employees, one year is defined as twelve months. Should the Employee leave employ prior to completion of that year, the Employee will be liable to the Institution for all moving expenses which the Institution has paid (to or on behalf of the Employee), together with reimbursements and all payroll taxes withheld by the Institution in connection with such expense.
3. The Employee hereby gives the Institution an express lien on all salaries, wages, and other sums payable to him/her by the Institution, for the purpose of securing all amounts due under Section 2 above in the event the Employee leaves prior to one year’s employment at the Institution. The Employee authorizes the Institution to withhold all amounts due under this Agreement from any sum payable to the Employee by the Institution.
4. If the Employee fails to remain employed as indicated in Section 2 above for reasons beyond his/her control considered sufficient by the Institution, all or part of the liability under Section 2 may be waived by the Institution. Any such waiver must be approved in writing by the Employee’s Department Head or Dean, and the President. (The Dean/Department Head whose account paid for the Employee’s move must notify Human Resources if the Employee does not remain employed at the Institution for at least one year.)

Employee Signature Date

Employee Social Security Number

Department Name

Account Number to be Charged

Department Head Signature Date

Dean Signature Date

Vice President Signature Date

President Signature Date

INSTRUCTIONS:

Submit this form to the Legal Office. All information must be complete and all signatures must be affixed, except that of the President, which will be obtained by the Legal Office. Attach the **employment contract** signed by the President and/or Chancellor that reflects relocation has been approved. (Do not attach an Appointment Recommendation form.)

When this agreement has been fully executed, a copy will be forwarded to the hiring Department by the Legal Office to place in PeopleAdmin with an Extra Service Pay form.