**MOVING EXPENSE AGREEMENT**

This Agreement made between **TENNESSEE STATE UNIVERSITY,** referred to as the "Institution" and \_\_\_\_\_\_\_\_\_\_\_referred to as the "Employee".

**WITNESSETH**

**WHEREAS,** the Employee, with employment effective \_\_\_\_\_\_\_\_\_\_\_\_, desires to move and relocate his/her

residence from to 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 reimbursement claims.

1. 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 a 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 employment prior to completion of that year, the Employee will be liable to the Institution for all moving expenses that 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.
2. 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 3 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.
3. If the Employee fails to remain employed as indicated in Section 3 above for reasons beyond his/her control considered sufficient by the Institution, all or part of the liability under Section 3 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/Director. (The dean/department head, whose account paid for the Employee's move, must notify Accounting Operations if the Employee does not remained employed at the Institution for at least one year.)

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Employee Signature Date Department Head Signature Date

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Employee SSN or TSU ID No. Dean Signature Date

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Department Name Vice President Signature Date

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Account Number to be Charged President Signature