

MOVING EXPENSE POLICY

Employees relocating to University of the Southwest will be reimbursed one-half of the moving cost, if a commercial carrier provides the services. If employees move themselves, they will be reimbursed the total one-way cost of the move provided the amount paid is not greater than one-half the cost of the lowest bid of a commercial carrier. Three bids are required for commercial carriers. In either case, reimbursement for total moving expense will not exceed 10% of the employee's base salary.

Reimbursable moving expenses include only the reasonable expenses of:

Moving household goods and personal effects from the former home to the new home.

Traveling (including lodging) from the former home to the new home.

Reimbursable moving expenses do not include any expenses for meals and must meet the distance test. The distance test is met if the new job location is at least 50 miles farther from the employee's former home to the new home.

University of the Southwest will reimburse moving expenses after the Employee's move. Advancements are not available.

October 15, 2021