

STANDARD ADMINISTRATIVE PROCEDURE

31.01.99.M0.03 Relocation Allowance for Staff and Faculty Equivalent Positions

Approved March 7, 2023

Next scheduled review: March 7, 2028

SAP Statement

This procedure is set forth to provide guidance to departments regarding appropriate use of the university's relocation allowance program.

Procedures and Responsibilities

1. GENERAL

The University recognizes that payment for some of the costs of new employees relocating to TAMU may be an important consideration in the recruitment process. Thus, hiring managers may negotiate a relocation allowance for certain new employees. Relocation allowances may be paid when it is in TAMU's interest and benefits the recruitment effort, when funds are available, and when approved in writing by the appropriate department head, vice president or dean or their designee.

Examples may include house-hunting costs, packing and transporting household goods, furnishings, and personal effects of the employee and members of the employee's household, and transportation and lodging for the employee and members of the employee's household during the relocation.

A relocation allowance paid by the University is taxable compensation to the staff or faculty equivalent member. Because this is not a reimbursement, employees are not required to provide receipts for goods or services.

2. ELIGIBILITY

The following criteria must be met to be eligible for a relocation allowance:

2.1 For new employees:

- 2.1.1 The employee is being hired into either a budgeted; full-time staff position or a budgeted, full-time faculty-equivalent position; and
 - 2.1.2 Relocating to a university specific location, more than one hundred (100) miles from their current home.
- 2.2 For current employees:
- 2.2.1 The employee is in a budgeted; full-time staff position or a budgeted, full-time faculty-equivalent position; and
 - 2.2.2 The employee is being reassigned to another university specific location, more than one hundred (100) miles from their current official work location, and
 - 2.2.3 The university determines that the best interests will be served by the reassignment.

3. APPROVAL PROCESS

- 3.1 Approval from the department head of the employing or reassigning department must be obtained, in writing, prior to making commitments for a relocation allowance.
- 3.2 If it is the intent to charge the relocation allowance to a sponsored research account, prior approval must be obtained from Sponsored Research Services (SRS), to ensure the expense is compliant with the terms and conditions of the award.
- 3.3 Approval of the dean / vice president, or their designee, is required in writing if the commitment exceeds ten (10) percent of the annual base pay.
- 3.4 The relocating employee's offer or reassignment letter must state the amount allocated as a relocation allowance and include a notice to the employee that these payments will be treated as taxable income to the employee. The offer or reassignment letter cannot be changed once all parties have signed and the agreement has been given to the employee.

Note: If the relocation allowance is charged to a federal award and the employee resigns for reasons within the employee's control, within 12 months after hire, TAMU may be responsible for refunding the original relocation allowance to the appropriate party.

4. METHODS OF PAYMENT

Payments for relocation allowances will be made as a one-time payment through Workday after the employee's start date or effective date of the reassignment. Relocation allowances must not be processed in AggieBuy. Additionally, Texas A&M does not allow relocation allowances to be grossed up. Local or sponsored research funds (with approval) can be used to pay relocation allowances; however, state funds cannot be used.

5. ARRANGEMENTS

A relocating employee will make their own arrangements for the move of their household goods or personal effects.

Contact Office

For information on clarification on this SAP, contact [Human Resources and Organizational Effectiveness, Classification & Compensation](#) at (979) 845-4170 or by email at hrcomp@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources and Organizational Effectiveness](#)