

University of Toledo

Name of Policy: Relocation Allowance for New Employees

Policy Number: 3364-25-19

Moving Expense Guidelines for the above policy

Per the revision of policy above, UT is providing stipends to cover moving expenses related to recruitment and relocation of new staff. This stipend amount will be negotiated during the recruitment process along with salary and other benefits. This stipend amount is at the hiring department's discretion, however subject to their budgetary constraints.

Things to consider when determining the amount of the stipend.

- Does the relocation involve only the employee or a family?
- Is the employee moving across the country or within the state?
- Does the employee need temporary housing for a period of time?
- Does the employee wish to have "house hunting" trips and airfare/hotel for spouse?
- Has the employee received moving quotes from one of the University's preferred vendors?

Click this [link](#) for an updated list of University preferred suppliers

Managers should take into account the above factors along with moving company quotes to determine a fair, mutually agreed upon, stipend for the employee's relocation.

Per current (2019) tax law, relocation stipends are taxable as ordinary income and will be reported on the employee's W-2. Applicable Federal, State & Local taxes will be withheld from this stipend payment.