

North Dakota State University

Policy Manual

SECTION 171

STAFF AND FACULTY RECRUITMENT AND MOVING EXPENSES

SOURCE: NDSU President
SBHE Policy Manual, Sections 806.2 and 806.3
NDSU Policy Manual

1. Stipends or consultant fees may be issued to potential candidates for positions when such persons give on-campus lectures, colloquies, seminars, demonstrations or formal consultations in a manner not significantly different from that of visitors who are not candidates for positions. Such stipends or consultant fees may be authorized from a lecturers' budget or from a consultant budget. (*NDSU Guidelines: Reimbursement is made by an **Accounts Payable** voucher, using account 623025.*)
2. Recruitment travel expenses for a prospective candidate for faculty or staff positions may be reimbursed upon approval of department head/chair.
3. For senior administrative and faculty positions, upon authorization of the President, recruitment travel expenses for the spouse may be authorized for a prospective candidate.
4. Upon approval of the president or designee(s), an institution may, subject to the limits of this policy, pay the moving expenses of a benefited employee hired from outside the institution by:
 - 4.1. Negotiating an amount paid to the employee through payroll as a lump sum for relocation expenses. Such allowance will be reported as taxable income and included on the employee's W-2. The moving allowance will be subject to all tax liabilities at the time of payment; OR
 - 4.2. Using a combination of reimbursing the employee for actual moving expenses and paying the vendor(s) directly. Actual moving expenses include direct travel to and from the new work location, and while in temporary living quarters for the employee and immediate family (not to exceed 10 days total). Meals and mileage expenses will be reimbursed at the per diem and mileage rates established for employee travel reimbursement. Lodging expenses will be reimbursed at the actual cost of the lodging. Transportation expenses for personal items and household goods may be reimbursed at the actual expenses incurred. Additionally, personal travel expenses may also be reimbursed for one round trip to the new work location for the employee and employee's spouse/partner for up to three days to arrange for living accommodations. It is the responsibility of the employee to provide sufficient documentation to justify the reimbursement; the institution may deny any claim for reimbursement that is not sufficiently documented. Institutions will need to refer to IRS rules and regulations regarding taxability of the expenses in part 4.2.

(Institutions may use either method (4.1 and 4.2, above) but must choose one or the other when paying each individual employee.)
5. Relocation expenses being paid or reimbursed should not exceed one month's salary or a "not to exceed" amount approved by the president or designee(s). (*NDSU LIMITATIONS: Reimbursement for relocation expenses should not exceed one month's salary or \$3,000, whichever is greater. Deviations from this rate must be approved by the President and will only be granted in exceptional circumstances.*)

6. *The moving expenses of employees transferring to a new work location within the same institution shall be governed by N.D.C.C. 44-08-04.3.*

The following item is NDSU Guidelines:

7. *The NDSU Accounting Office website provides information on the detailed procedures for processing moving expense transactions under this policy.*
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HISTORY:

New	July 1990
Amended	April 1992
Amended	January 1995
Amended	April 2005
Amended	August 2006
Amended	June 9, 2011
Housekeeping	July 8, 2011
Housekeeping	September 12, 2012
Amended	September 25, 2012
Amended	October 4, 2012
Amended	October 5, 2015
Housekeeping	April 20, 2016