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.

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