

On December 1st, a revised Policy 4020 “Moving Expenses and Relocation Allowance” will go into effect. This revised policy, and several other policy revisions that will go into effect on that date, with the implementation of Chrome River, can be viewed on the [Policy Office website](#).

Specifically in regard to Policy 4020, the revision allows for the option of paying a lump-sum “relocation allowance” payment to the new employee, through Payroll. The payment will have the applicable taxes withheld, and will be paid out on the employee’s first paycheck, pending submission of the required form to Payroll. This form will be posted on the Unrestricted Accounting – Main website on December 1st.

Using this option will allow for a more timely payment to the employee, and will relieve the burden of the employee and the department needing to collect and submit receipts, and explain what are often very complicated move scenarios. Please consider using this option as the primary method of paying for moving expenses.

The current method of submitting receipts for reimbursement will still be available. This method often requires detailed analysis by Financial Services, which can result in payment being delayed. In addition, various expenses claimed via this method must also be taxed, based on the nature of the expense. The two methods may not be combined.

This information was communicated to Main and Branch Campus fiscal agents.