

APPROVAL OF NEW EMPLOYEE RELOCATION / MOVING EXPENSE

TO: Human Resources or Provost's Office and Controller's Office
FROM: Andrew T. Hsu, President

In accordance with SC Code of Laws Section 8-11-135, below, you are authorized to reimburse the cost of moving the personal and household effects for the following new employee:

[ ] , (title) [ ] ,

in the [ ] department, not to exceed \$ [ ] .

Said cost is essential to the successful recruitment of the position as requested and approved.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_
(Signature)

[ ]

(Type or Print Name, Title)

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_
(Signature)

[ ]

(Type or Print Name, Title)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Suzanne E. Austin, Provost / Executive Vice President
Designee for Academic Affairs

OR

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

John F. Loonan, EVP for Business Affairs / Chief Financial Officer
Designee for Non-Academic Affairs

SECTION 8-11-135. Payment of moving expenses of new employees.

A state agency may pay the cost of moving the personal and household effects for newly-employed personnel if all of the following conditions are met:

- (a) The new employee's place of residence is outside of the State of South Carolina at the time of employment by the agency.
(b) The agency can demonstrate that paying these costs is necessary to fill the position.
(c) The maximum payment in any instance to any new employee may not exceed five thousand dollars. Exception per 2013-14 Act 117.21(L) "That the state institutions of higher learning are authorized to reimburse reasonable relocation expenses for new employees when such reimbursements are considered by the agency head to be essential to successful recruitment of professionally competent staff members."
(d) The payment is certified by the agency head (or the board or commission chairman if the new employee is the agency head) as the total paid by the agency toward the total moving cost incurred by the new employee.

NOTE: College of Charleston is specific as to what expenses are allowable for reimbursement. For more complete information please refer to the Controller's Office policies and procedures on this topic:

http://controller.cofc.edu/documents/policies-and-procedures/moving-expenses.pdf