

Moving and Relocation Expenses

Subject Personnel

Web Link https://www.montana.edu/policy/hr_policies/consulting_nonfaculty_employees.html

Effective Date January 1, 2019

Revised Date January 15, 2025

Review Date January 2028

Responsible Party University of Human Resources

Table of Contents

[Scope](#)

[100.00 Introduction and Purpose](#)

[200.00 Reimbursement](#)

[300.00 Written Agreement Required](#)

[400.00 Guidelines](#)

Scope

This policy may apply to all categories of employees, except temporary, fixed-term, short-term, and student workers

100.00 Introduction and Purpose

This policy establishes the requirements for reimbursement of moving and relocation expenses of employees.

200.00 Reimbursement

Any employing department may agree to reimburse moving and relocation expenses of an employee who is newly hired and relocating to the worksite or who is transferred by the university to another worksite. It is within the department's discretion to agree to reimburse any portion of the allowable expenses for the moving and relocation of an employee. The reimbursement is subject to taxation as may be required by state and federal law.

300.00 Written Agreement Required

Any agreement to reimburse moving and relocation expenses must be documented by a written agreement with an employee whereby the department agrees to pay some, or all, of the employee's moving and relocation expenses. The agreement may be included in the letter of hire or as a separate agreement and shall clearly establish whether actual expenses are reimbursed or if the employee is provided a set amount. If payment is on a reimbursement basis, then the agreement shall identify the standards of documentation for reimbursement.

400.00 Guidelines

For specific guidelines involving employee moving and relocation, please contact Payroll Services at 406-994-3651.