

Date

Name  
Street  
City, State, Zip

Dear Name:

We are pleased that you are considering an offer of employment with American University. In conjunction with that offer, please review the following relocation plan and confirm your acceptance by signing this letter, retaining a copy for your records and returning the signed original to me. You can contact me or Beth Muha at 202-885-2451 if you have questions about this plan.

American University will reimburse you (insert "all" or flat dollar amount) for expenses associated with the following:

- (insert number and days, i.e. A one three-day) pre-move house hunting trip for self and spouse or domestic partner;
- Moving household goods and personal effects including hiring professional movers or renting a moving vehicle and packing supplies. The university will pay towards the costs for packing, shipping and unpacking household effects and up to a maximum of two vehicles. The university will reimburse for standard carrier insurance coverage while in transit;
- Mileage reimbursement; and
- Travel, including airfare and other public transportation costs, and lodging for self and immediate family members between the old and new home.

The following relocation expenses will not be reimbursed:

- Temporary housing;
- Expenses incurred by or on behalf of non-immediate family members;
- Packing and shipping of patio slate/bricks, landscaping stone, cement, shrubbery, plants, building materials, storage sheds, sand, portable swimming pools, hot tubs, firewood, combustible items, hand guns, ammunition or special charges for expedited service or service on holidays;
- Standard carrier insurance for jewelry, precious stones, valuable collections, rare art works, money in any form and any perishable item;
- Purchase of household furniture and equipment and supplies for new home;

- Meal expense (except during a pre-move house hunting trip); and
- Unless specifically authorized, expenses incurred after one year from hire date.

If the total cost of moving household effects and cars exceeds \$5,000, please submit three cost estimates to [\(insert name\)](#) for prior approval. Cost estimates are not necessary, however when you utilize the services of one of the university's preferred relocation specialist partners. For more information please refer to <http://www.american.edu/hr/DC-information.cfm>. No cash advances for moving expenses will be permitted. However, arrangements may be made with the Procurement and Contracts office to pay professional movers directly by the University. Reimbursement requests must be accompanied by a signed relocation agreement and copy of original itemized receipts. All reimbursement requests must be submitted to Accounts Payable within sixty (60) days of the expense being paid or incurred and not later than by December 1st in the year they are incurred.

If your employment with the university is voluntarily terminated within one year of the first day of employment, you must repay the university all expenses reimbursed in connection with the relocation.

In certain circumstances, including but not limited to meeting specified distance and time requirements, the Internal Revenue Service (IRS) allows individuals to deduct moving expenses on their income tax returns. The IRS generally limits the deduction to reasonable moving expenses related to moving the individual's household goods and personal effects to a new residence.

However, the IRS also limits the moving expense deduction which is available if the taxpayer has received a reimbursement for moving expenses which is eligible to be excluded from the taxpayer's income. Consequently, depending upon an individual's personal tax situation and the type of reimbursement received, costs reimbursed by the University under this policy may require differing tax treatment.

Faculty and staff who receive moving expense reimbursements under this policy should consult their personal tax advisors to determine how to appropriately report these amounts. For more information, faculty and staff may also want to read IRS Publication 521: Moving Expenses.

Sincerely,

[Name of Authorized Official](#)

Accept: \_\_\_\_\_  
cc: Human Resources

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