RELOCATION REQUEST FOR PAYMENT

I. Eligibility for Relocation Reimbursement

The following criteria must be met in order to meet the eligibility requirements:

1) You must be a new faculty or administrative staff member who is awarded a full-time, regular position.
2) You are moving to within (45) forty-five miles of Wittenberg.

II. Relocation Benefit

The university financially assists new faculty and administrative staff members in relocating by providing the following options:

Option A. The greater of either a lump-sum payment of $800 for in-state relocations and $1,200 for out-of-state relocations, *or*

Option B. 50 percent of the actual expenses incurred (up to a maximum of $4,000) in moving furniture and household items. Items such as the transportation of the individual(s) and his or her family, meals and lodging en route are not covered.

III. Personal Information

Please complete the following information:

I am requesting reimbursement for my moving expenses under benefit option: **A** _____
B _____

I understand that to receive reimbursement under option B, I must submit receipts to the Human Resources Department before the reimbursement will be processed.

I further understand that all applicable income and employment taxes will be deducted from the payment, and the payment will be reported as taxable wages on the annual Form W-2. For tax purposes, the employee should retain documentation of actual moving expenses.

Old Address: _____ New Address: _____

_____ _____

Effective Date of Relocation: _____

Your signature verifies that you are moving to within (45) forty-five miles of Wittenberg.

Signed: _____ _____
Name (Signature) Name (Please Print)

_____
University Position Title

_____ _____ _____
Date Approved By Date