University Procedure---33.99.01.K3

Moving Allowance

1. General
1.1 Texas A&M University-Kingsville, in order to attract qualified individuals as faculty, staff and administrators, may provide a moving allowance. The moving allowance shall be paid out as a one-time salary amount that is not considered part of the employee’s base salary.

1.2 The one-time salary amount may be paid on the first day of employment to the individual and cannot be paid in advance of employment.

1.3 The moving allowance is taxable to individual and will be reflected on the employee’s W-2 at the end of the year. The employee is responsible for collecting receipts on allowable expenses according to IRS guidelines. The employee is also responsible for meeting with tax professionals on the deductibility of said expenses and filing proper tax returns.

1.4 An employee must stay employed for at least 12 months at the university or a prorated share of the moving allowance may be required to be paid back to the university.

2. Approvals

Vice Presidents may approve a moving allowance for faculty and staff hires within their division.

3. Establishing Moving Allowance Amounts

Each Vice President will decide the necessary moving allowance required to recruit qualified employees within their division. He/she should take into account the level of the position and distance the employee is moving. The maximum amount allowable for a moving allowance shall be 1/12 of the employees annual gross salary amount. Requests for amounts in excess of this maximum amount are highly unusual and can only be approved by the President. The moving allowance will be charged to same source of funding as the employee’s salary except for those positions budgeted on state or designated tuition funds. Those allowances will come from a central account controlled by the President.