

 UNIVERSITY OF DENVER	UNIVERSITY OF DENVER POLICY MANUAL MOVING AND RELOCATION ALLOWANCES FOR NEW EMPLOYEES	
<u>Responsible Department:</u> Business and Financial Affairs <u>Recommended By:</u> SVC Business and Financial Affairs, VC for Human Resources <u>Approved By:</u> Chancellor	<u>Policy Number</u> FINA 2.30.018	<u>Effective Date</u> 11/4/2025

I. INTRODUCTION

The University of Denver recognizes that payment for reasonable costs associated with the relocation of new employees may be an important consideration in the recruitment process. Moving and relocation allowances are intended to cover the reasonable costs of house-hunting, packing, and transporting household goods of the employee and members of the employee's household, and the transportation and lodging for the employee and members of the employee's household while moving. Additionally, this Policy guides the University in complying with applicable Internal Revenue Service regulations regarding the tax treatment of moving and relocation expenses provided to or on behalf of employees.

II. POLICY OVERVIEW

A. The University is not required to pay a moving and relocation allowance ("Relocation Allowance") unless:

1. The hiring unit has received approval to grant a Relocation Allowance for a particular employee either:
 - From HRIC Compensation and Talent Acquisition for staff employees; or
 - From the applicable Dean (or their designee) for faculty employees; and
2. The Relocation Allowance is expressly included in the new employee's offer letter along with a reference and link to this Policy.

B. A hiring unit may not request a Relocation Allowance for a new employee after the employee has accepted the written offer.

C. New employees already living less than seventy-five (75) miles from their new

employment location are not eligible for a Relocation Allowance.

- D.** The University may require an employee who receives a Relocation Allowance and who voluntarily resigns or otherwise ends their employment with the University prior to completing one (1) year of service to repay all or a part of the Relocation Allowance to the University.

III. PROCESS OVERVIEW

A. Request for a Relocation Allowance

- 1.** Before a verbal offer of employment is made to a candidate, the hiring unit must submit a request for a Relocation Allowance to:
 - HRIC Compensation and Talent Acquisition for offers of employment for staff positions; or
 - The applicable Dean (or their designee) for offers of employment for faculty positions
- 2.** For staff employment, HRIC Compensation will review the request, and in consultation with Talent Acquisition, approve or deny the request, and determine the amount of any approved Relocation Allowance.
 - If the request is approved, Talent Acquisition will include the amount of any approved Relocation Allowance in the new staff employee's written offer letter.
- 3.** For faculty employment, the applicable Dean (or their designee) will review the request, approve or deny the request, and determine the amount of any approved Relocation Allowance.
 - The Provost's Office reviews all faculty offers (including relocation allowance requests) before they are sent out.
 - If the request is approved, the Provost's Office will include the amount of any approved Relocation Allowance in the new faculty employee's written offer letter.

B. Payment of Relocation Allowance

The hiring unit must submit the Relocation Allowance Request Form to University Payroll in accordance with published deadlines. The Relocation Allowance, net of applicable deductions and withholdings, will be paid after the employee's official start date on the normal payroll cycle. Exceptions to this timeline require approval from the applicable Dean or the Vice Chancellor for Human Resources.

IV. DEFINITIONS

None

V. RESOURCES

- A. The **Moving Allowance Procedure** and **Moving Allowance Request Form** are available on the University Financial Services Knowledge Base:
<https://universityofdenver-c.my.site.com/DUSuccessHub/s/topic/0TOVK00000036ie4AA/university-financial-services>

Revision Effective Date	Purpose
5/9/2022	Minor revision to align policy with practice
11/4/2025	Revisions to align policy with practice