

Creighton University Human Resources	Standard Operating Procedure: Relocation Payment
	Revised: June 25, 2018

1. Purpose

This procedure is intended as a guideline to assist in the determination of a lump sum pre-negotiated, fixed one-time payment, provided by Creighton University for moving-related expenses.

2. Scope

Creighton University may pay relocation payment to newly hired full-time faculty members, professional employees and administrators, or full-time faculty members, professional employees, or administrators required to move as part of their assignment at Creighton University.

3. Determination of Eligibility, Amount, and Payment

The recommended relocation payment and eligibility is to be determined by the hiring authority through consultation with Human Resources and with approval of the Dean, Vice Provost or Vice President. The amount of the relocation is subject to the guidelines detailed in Section 4 of this procedure. Any relocation payment will be agreed to at the time of offer and included in the written offer letter or employment agreement. All payments will be processed through payroll as wages and will be subject to all applicable withholding taxes. The payment will be processed on the first paycheck after the reimbursement information is received by the Payroll department.

4. Guidelines

Based upon the distance from the employee’s current location to the location of their assignment, the lump sum payment may be any amount up to the limits listed below. If there is a request to go above the amounts set forth, the hiring authority must provide a justification to substantiate the reason for exceeding the recommended guidelines, and approval must be obtained from the Dean, Vice Provost or Vice President and provided to Payroll prior to payment. Any relocation payment in excess of \$10,000 must be approved by the Provost or Executive Vice President.

Under 100 miles	\$0
100 – 500 miles	up to \$3,000
501 – 1,000 miles	up to \$4,500
Over 1,001 miles	up to \$6,000

5. Expensing of Reimbursement

The gross amount of the lump sum payment will be expensed in the hiring department’s operating budget and discussions should occur with Finance as to the effect this will have on the budget.