

## **Moving Expense Guidelines**

Cleveland State University will pay the actual moving expenses of a new full-time contract staff member up to a maximum of \$1,500.

Reimbursement of moving expenses will be permitted for only one move, at the time of initial employment, from outside the Greater Cleveland area to a point within the Greater Cleveland area.

Items covered by the moving allowance include: reasonable expenses for moving of personal property, household goods, furniture, clothing, appliances, and books; reasonable personal travel expenses for the individual and his or her family including a mileage allowance consistent with the University travel policy and reasonable food and lodging expenses encountered in the direct relocation trip to Cleveland.

If requested, the University Purchasing Services Department will provide assistance by contacting carriers and issuing a purchase order limiting the University's obligation to the actual cost of the move up to \$1,500. If a person assumes responsibility for making his or her own relocation arrangements, reimbursement for all appropriate expenses within the stated limits and supported by receipts will be made on the basis of a completed travel report approved by the appropriate vice president.

Exceptions to this moving expense policy will be specified in the initial appointment contract.