



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: RELOCATION ASSISTANCE ALLOWANCE	Code: CC2102
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Policy Reference: N/A

Milwaukee Area Technical College shall provide reimbursement for moving expenses when a new employee must change his or her permanent, primary residence as a result of accepting employment at the college. The move must be 100 miles or greater between the old primary residence and the new MATC work site. Monetary amount for reimbursement will be based on candidate geographical location.

Subject to the approval of the President, moving expense reimbursement may be granted to new employees hired for Executive-level positions (Executive level positions include Director Level and higher).

The reimbursement is provided to cover a portion or all of the cost of the move of normal household goods from the primary residence up to a maximum of 10,000 pounds. The allowance will not cover the cost of moving special items including, but not limited to, automobiles, boats, swimming pools, animals, trailers, firewood, building materials, playhouses, plants, etc., nor the labor for removing or cleaning carpet or draperies. Charges for disassembly and/or packing of complex items such as pool tables, gymnasium equipment, electronics, or antennas are also not reimbursable.

The Vice President, Human Resources is responsible for determining reimbursement eligibility and approval of final cost estimates before any arrangements or commitments are made.

Procedure

Talent Acquisition shall inform the new employee whether their moving expenses will be approved and advise them of the conditions and limitations related to relocation expense reimbursements.

Upon completion of the move, the new employee must submit the moving agent's invoice to Human Resources. Human Resources will initiate a "Request for Check" and forward it along with the invoice for necessary approvals and payment.

Office of Responsibility: Human Resources Department
Last Reviewed: Apr-2022