

## **1000.1 Travel and Entertainment Expense Reimbursement Policy**

**Purpose** To establish uniform guidelines for acceptable expenditures and reimbursement for travel and entertainment by all Rensselaer employees while on Rensselaer-related business.

**Definition** Travel or Entertainment on Institute Business can be defined as any approved travel or entertainment that is reimbursed by Rensselaer or by a research contract or grant through the Institute.

**Policy** Each employee will be reimbursed for all necessary and reasonable expenses incurred in connection with approved travel and/or entertainment while on Institute business, in accordance with the Travel and Entertainment Policy and Procedures ([finance.rpi.edu/travel and entertainment policy and procedures](http://finance.rpi.edu/travel-and-entertainment-policy-and-procedures)). All reimbursable travel must be authorized in advance of the trip by the person in charge of the department or budgetary unit or appropriate governmental agency where necessary.

**Procedure** All employees who travel are responsible for reading the Travel and Entertainment Policy and Procedures Manual available on the Purchasing and Finance web pages. It is the responsibility of the traveling employee to understand which expenses are reimbursable and which are not.

## **1000.2 Relocation Assistance Policy**

**Purpose** To establish guidelines for the acceptable expenditure and reimbursement of relocation expenses for eligible, newly hired Rensselaer employees.

### **Definitions** Relocation

For purposes of this Policy, relocation is the moving of a newly hired employee's household goods and personal effects from the former residence to the new residence.

### Moving Expenses

For purposes of this Policy, moving expenses are those associated with moving household goods and personal effects. Specifically excluded are any costs associated with the sale or purchase of homes, visa/immigration expenses, attorney's fees, travel of family members (unless approved for house hunting trips), and car lease/purchase/transport.

**Policy** Rensselaer will approve payment of certain moving expenses, as defined above, for eligible newly hired employees. The following expenses are eligible for relocation assistance up to the maximum approved by Rensselaer. All other expenses not listed below are the responsibility of the newly hired employee.

- Moving of household goods by a professional mover
- Air travel for employee, and immediate family members
- Temporary lodging upon arrival

Relocation reimbursement expenses paid to an employee must be refunded to Rensselaer if the employee is terminated or voluntarily separates from his/her position within one year of the hire date.

This policy applies to all employees, including faculty, staff, student employees and members of the President's Cabinet.

**Procedure** Eligible employees must use the services of a Rensselaer approved Relocation Services Company for the movement of household goods and personal effects. Original receipts must be kept and submitted to Rensselaer to be eligible for reimbursement.

Employee must request reimbursement for approved relocation expenses in accordance with Purchasing Department Policy Guidelines.

In accordance with IRS regulations, Rensselaer will report reimbursements paid for moving expenses, even if they are non-taxable reimbursements such as moving household goods, travel to

the new home for employee and their family, etc., on the employee's W-2.

Use of Personal Car for the Move

In accordance with IRS rules and regulations, a new employee can request reimbursement for the use of his or her car for the move as follows:

- Submit a request for the actual expenses for items, such as gas and oil, by providing an accurate record of and original receipt for each expense; OR
- Submit a request for reimbursement that includes the actual miles driven. The Purchasing Department will use the current IRS mileage reimbursement rate to determine the reimbursement amount.