

## ***General Policy – Staff and Faculty Recruitment and Moving Expenses***

### **Policy:**

Bismarck State College (BSC) shall reimburse for approved benefited staff and faculty recruitment and moving expenses as defined in the Limits and Regulations section of this policy.

### **Limits and Regulations:**

#### **Staff and Faculty Recruitment**

1. When appropriate, phone, IVN or video chat interviews will be conducted for non-local candidates. In these instances, the search committee will decide whether to bring the top candidate on campus for a face-to-face second interview with proper administrative approval from the dean (for faculty positions) or vice president (for staff positions).
2. BSC will reimburse travel expenses incurred for an interview for the following benefited positions: executive (president, VP, dean), chief/director, faculty, and residence coordinators and as authorized by the appropriate VP.
3. Candidates will need to supply receipts for airline travel. For meal, mileage or lodging reimbursement, candidates will be reimbursed per the [Reimbursement of Expenses for Travel Policy](#). BSC will not be responsible for any charges billed to a candidate's room.
4. Travel logistics and reimbursements are handled by the appropriate administrative assistant and are funded through the hiring department's budget. Reimbursement requests shall be made through the Accounts Payable process by submitting a [Request for Payment form](#).

#### **Moving Expenses**

1. With supervisor approval, BSC will pay the moving expenses for a benefited employee through payroll as a lump sum for relocation expenses. The payment will be covered by the Human Resources budget.
2. Such allowance will be reported as taxable income and included on the employee's W-2. The moving allowance will be subject to all tax liabilities at the time of payment.
3. The total reimbursement of relocation expenses allowed for benefited employees will be

\$1,000 for moving from an address of 50 – 175 miles from the Bismarck State College work location; and \$3,000 if they are moving from an address more than 175 miles from the Bismarck State College work location. Exceptions may be made as approved by the President or designee.

4. It is the responsibility of the benefited employee to provide sufficient documentation (verification of moving distance) to justify the reimbursement to the supervisor; the institution may deny any claim for reimbursement that is not sufficiently documented.
5. The moving expense payment shall be requested by the supervisor (email) and include the verification of moving distance to Human Resources.
6. Payment will be made after the new employee's start date and will follow the payroll calendar. For example, if the request is effective January 1, payment will be made on January 31.
7. Contact Human Resources for further details in submitting payment for moving expenses.

### **References:**

SBHE 806.2 Staff and Faculty Recruitment Expenses

SBHE 806.3 Moving Expenses

[BSC Reimbursement of Expenses for Travel](#)

### **History of This Policy:**

Reviewed by the Operations Council on June 10, 2015 and approved by the Executive Council on June 12, 2015.

Revisions – October 30, 2017; reviewed by the Operations Council on April 24, 2019 and approved by the Executive Council on April 25, 2019.

Reviewed – September 10, 2018.