
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: University

AREA: General

Relocation and Moving Expenses

I. POLICY

- A. An individual who must relocate to work for Lamar University in an eligible position may receive a relocation payment of up to \$5,000 for moving expenses.

II. PURPOSE AND SCOPE

- A. This policy complies with the United States Internal Revenue Code and Texas Government Code § 2113.204. This policy also falls under the authority of all applicable federal, State, and Texas State University System (TSUS) statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.
- B. This policy addresses relocation payments for newly hired employees who have accepted an eligible position at Lamar University and who meet all further eligibility requirements in this policy. Eligible positions are defined as follows:
1. Only full-time tenured or tenure-track faculty and executive management staff positions are eligible for relocation payments.
 2. Qualified exempt staff in leadership positions may be approved at the discretion of the respective Division Vice President.
 3. Faculty hired to teach exclusively online, as stipulated in their contract, in a program that the University has designated as fully online are not eligible for relocation payments.
 4. A Lamar University employee is eligible for only one (1) relocation payment over the course of his/her career at the University. Relocation payments are not available to returning employees (i.e., former employees returning to the same or a different position at the University). The Lamar University President must approve any exceptions to this policy on relocation payments for returning employees.

III. PROCEDURES

- A. Relocation payments for moving expenses are considered taxable income to the employee, and all relocation payments must be processed through Payroll. The gross amount of the relocation

Relocation and Moving Expenses

payment will be subject to normal payroll withholdings and will be reduced by the applicable federal taxes and deductions.

- B. Under the Texas Government Code § 2113.204, State-appropriated funds may not be used for relocation payments for moving expenses.
- C. Relocation payments are processed from designated funds that are available to the hiring departments or colleges.
- D. To be eligible for a relocation payment, a new employee must reside at least 150 miles from Lamar University when hired. Miles are measured from the new employee's residence at the time of hire to the University's main campus. For individuals hired to work at locations beyond the main campus, miles will be measured from the new employee's residence at the time of hire to the employee's assigned work site. Lamar University calculates relocation payments using Relocation Tiers set by the Division of Finance and Operations.

Distance	Relocation Payment Amount
150 to 299 miles	\$1,500
300 to 599 miles	\$2,250
600 to 999 miles	\$3,000
1000 to 1499 miles	\$4,000
1500 to 2000 + miles	\$5,000

* If relocating more than 150 miles & reside in an area classified as NSA (Non-Standard Area) per US General Services Admin, add \$500

- E. If a relocation payment is offered to a prospective employee, the offer letter must include details of the relocation package prior to execution and return of the signed letter to the University:
 - 1. The offer letter must state the amount of the relocation payment, based on the University's established relocation payment tiers.
 - 2. The offer letter must also include information about repayment of relocation payments. Under Lamar University policy, if a new employee does not work for one (1) full year for the University, he/she will be required to repay the net relocation payment on a pro-rated quarterly basis as indicated in the table below:

If an employee departs employment within	Relocation repayment will be
90 days	100%
180 days	75%
270 days	50%
360 days	25%

Note. An employee whose position is eliminated for budgetary reasons within the first year is not required to repay the relocation payment.

- F. In signing an offer letter, a new employee indicates his/her acceptance of Lamar University's terms for relocation payments and repayments.

- G. All offer letters to prospective employees must be sent to the respective Division Vice President's Office before being sent to a prospective employee. The respective Division Vice President will review the draft letter to ensure that it follows University policy on relocation payments. Only after the respective Division Vice President's Office has reviewed and approved an offer letter can a letter be sent to a prospective employee. The University is not bound by any relocation offer (verbal or written) made by a University hiring department, college, or employee if the offer letter has not first been reviewed and approved by the respective Division Vice President's Office.
- H. A relocation payment is made via a one-time payment to a new employee. This one-time payment is expected to cover expenses incurred during the move, including, but not limited to, travel, contracts and purchases related to the move, storage, and temporary housing. Expenses beyond the agreed-upon relocation amount are the responsibility of the employee.
- I. A relocation payment cannot be made prior to a new employee's first paycheck. A relocation payment is processed within the first year of employment at the University.
- J. A hiring department, college, and/or the Office of the Division Vice President may require that a new employee provide receipts or equivalent documentation to verify that a move has taken place and/or that the distance traveled meets the requirements set by the University. Any required receipts or documentation will be kept on file in the hiring department.
- K. The move is solely the responsibility of the new employee. Lamar University assumes no responsibility for the move, household goods, personal effects, or property of the employee. In the event a dispute arises between the employee and a moving company, storage company, or other organization or individual involved with the move, the responsibility for resolving the matter rests with the employee. The employee must handle any and all claims related to the move.
- L. Exceptions to this policy are made on a case-by-case basis, and all exceptions must be approved by the Division Vice President. Exceptions must be negotiated before an offer letter is sent to a prospective employee, and any amounts and/or conditions attached to the exception must be stated in the offer letter.

IV. REVIEW AND RESPONSIBILITY

Review Schedule:	Every three years on or before the date the policy was last revised and/or approved.
Responsible Party:	Provost and Vice President for Academic Affairs Chief Financial Officer

Relocation and Moving Expenses

V. APPROVAL

Dr. Brett Welch	10/28/2025
Provost and Vice President for Academic Affairs	Date
Mary Wickland, CPA	10/28/2025
Chief Financial Officer	Date
Dr. Jaime R. Taylor	10/28/2025
Lamar University President	Date

POLICY LOG

Revision Number	Date	Description of Changes
1	10/24/2025	Policy drafted.
	10/28/2025	Policy approved by President.