

ORAL ROBERTS UNIVERSITY

MOVING EXPENSE REIMBURSEMENT

PURPOSE

To compensate newly hired faculty and administrative/professional employees for costs incurred while moving from another community in order to accept an offer of employment at Oral Roberts University, as provided for under federal law and regulation. (Move must exceed fifty miles.)

WHO IS COVERED

All regular full-time faculty and administrative/professional staff. Individuals employed on visiting appointments or as temporary employees are not eligible.

POLICY

Oral Roberts University will pay up to 15% of annual salary (% scale based on distance in miles-see attached schedule) for moving expenses of new faculty or administrative/professional staff members. The authorized maximum amount will be stated in a letter of authorization to the faculty or administrative/professional staff member from the administrator formulating the official offer of employment. There will be no supplement to above moving expense, unless a written exception is approved. It is suggested that a copy of this policy be provided with the appointment letter. Moving expenses are defined as the expenses of moving household goods either by truck rental or moving company, subject to the above stated conditions. In accepting relocation assistance, new employees agree to remain with the University for at least two years. In the event that he or she chooses to leave before the two-year period expires, he or she agrees to repay a prorated amount of the moving expenses to the University by executing the attached Exhibit B upon acceptance of employment with Oral Roberts University. In a like manner, if a faculty member decides not to renew the second year of an offered contract, then he or she is bound by the stipulations in Exhibit B.

PROCEDURES

1. Self Move Option*-The new employee will submit for reimbursement on a (EEV) #2.
 - a. Copy of truck rental contract.
 - b. Receipts for truck rental gasoline.
 - c. Cost of shipping containers.
2. Commercial Mover Option*-ORU's Purchasing Dept. will obtain three commercial mover proposals for the cost of moving the household goods (weight) from previous area of residence to Tulsa, Okla. ORU Purchasing Dept. will contract directly with the commercial mover. Oral Roberts University will pay for the commercial mover cost of the move. Employee will reimburse Oral Roberts University for the moving expense incurred that exceeds the moving expense allowance % per attached Exhibit A and Exhibit C.
3. Payment for the faculty or administrative/professional staff member moving expense will be included in his or her W-2 form at the end of the year. As long as it is reasonable to believe that a tax deduction will be allowed to the employee on his or her federal income tax return for moving

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expenses, no tax will be withheld. Internal Revenue Form #4782 will be completed and given to the employee to assist in preparing his or her income tax return. The tax deductibility of moving expense is explained in Publication 521, Moving Expense, which can be obtained from the Internal Revenue Service.

4. A very useful agency for outside financial assistance is the Tulsa Teachers Credit Union at (918) 743-9861. All university employees and their families are welcome to join. For further information, please refer to the specific policy concerning this issue.

The authority to grant exception to one or more of these policies and procedures is vested with the President of Oral Roberts University or his/her delegated representative(s).

Policy Effective Date: 8/22/2001.

*Neither of the above options will include the cost of shipping personal vehicles or the cost of gasoline for personal vehicles.

EXHIBIT A

Oral Roberts University

Moving Expense Allowance

Distance in Miles	Percent of Annual Salary Allowed
Less than 50	0%
50-100	7%
101-250	8%
251-500	9%
501-750	10%
751-1000	11%
1001-1250	12%
1251-1500	13%
1501-1750	14%
1751-2000	15%

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EXHIBIT B

Oral Roberts University

Moving Expense Reimbursement Agreement

Between Oral Roberts University and _____.

Should my employment cease (through termination, resignation, or otherwise) before meeting the two year employment requirement as provided in page 1 of this agreement, I hereby authorize the ORU Payroll Department to deduct the remaining two year prorated balance of my moving expense reimbursement, which was paid by ORU at time of my employment, from my final paycheck and/or my final vacation pay. In the event of a one-year contract for employment ending in less than a year, I hereby agree to pay Oral Roberts University the remaining prorated balance of moving expense reimbursement and authorize the ORU Payroll Department to deduct balance due from my final paycheck and/or my final vacation pay. If after above deductions, an outstanding balance remains, I agree to make equal bimonthly payments on the 1st and 15th of each month commencing the month following final payroll check, calculated at 10% of the remaining balance due after a final payroll deduction is taken, if any. Payments are to be made to Oral Roberts University, Attention: Human Resources Dept., 7777 S. Lewis Ave., Tulsa, OK 74171. If payments are not received within 5 days of due dates, a 1½% monthly interest charge will be assessed on the remaining balance until account becomes current.

Agreed and executed on _____

Oral Roberts University

Employee Signature

Date

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EXHIBIT C

Letter of Authorization Moving Allowance

Between Oral Roberts University and _____.

I understand that my Moving Expense Allowance is _____ as determined by the attached Exhibit A. Should my moving expense exceed this maximum moving expense allowance amount, I hereby agree to pay Oral Roberts University for the moving expense amount incurred that exceeds this moving allowance expense percentage as per attached Exhibit A within 5 days after final notice of overage due on final invoice. In the event that payment is not made within the requested 5 day period, I hereby authorize the ORU Payroll Department to deduct the balance due from my payroll check.

Payments are to be made to Oral Roberts University, Attn: Purchasing., 7777 S. Lewis Ave., Tulsa, OK 74171.

Agreed and executed on _____

Oral Roberts University

Employee Signature

SS#

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