

## WCU Moving Expense Agreement

Below are the terms and conditions of agreeing to a moving reimbursement or allowance from Western Carolina University:

No employee may receive any funds for moving expenses under this policy unless he or she signs this document obligating him or her to repay moving expenses, plus all costs associated with recovery of such expenses, if he or she voluntarily leaves university employment within twelve months of his or her initial date of employment. Employees will be informed of this obligation in writing, when they are formally informed that reimbursement or allowance for moving expenses is being offered to them.

Under current Federal Income tax law (2017 tax law, the Tax Cuts and Jobs Act, effective from 2018 through 2025), the value of the expenses paid either to the employee or a third party will be paid/reported through WCU's payroll department. This benefit is taxable (wages) to the employee with applicable payroll withholdings to be withheld from the employee's moving expense reimbursement or allowance and added to the employee's payroll check to be included on the W-2 at year-end.

If I am to receive a *moving reimbursement*, I understand that any moving expenses paid by the University must be substantiated with original receipts within 60 days of incurring the expense. In the event I fail to substantiate all monies remitted to me, I agree that the University may deduct this money from the next paycheck due to me after the 60 day reimbursement period.

I hereby subscribe by my own hand and acknowledge that I have read the above carefully and agree to its terms and conditions.

Signature of Employee