

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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## Purpose

The purpose of this procedure is to provide processes for the payment or reimbursement of reasonable relocation expenses for approved new employees in accordance with Board Rule 6Hx7 2.16.

## Procedure

- A. Unless otherwise authorized by the College President, the payment or reimbursement of relocation expenses may be offered only to employees designated as Senior Management and/or cabinet level Administrative employees.
- B. The payment or reimbursement of relocation expenses, as authorized by the supervising administrator, may not exceed \$5,000. The College President, or designee, may approve exceptions to this limitation when the approval of such exception is deemed to be in the best interest of the College. Exceptions above \$5,000 require the signature of the College President.
- C. Payment or reimbursement for relocation expenses shall not exceed the actual expenses, and the move must be one-way and for distances greater than or equal to fifty (50) miles from the Jacksonville Metropolitan Statistical Area (MSA). Payment or reimbursement for such expenses is subject to a maximum limitation of \$5,000, and the move must take place within six (6) months of the initial employment start date. However, the College President, or designee, may approve an exception to this amount whenever an exception is in the best interests of the College.
- D. The payment or reimbursement of relocation expenses shall be based on the most efficient and economical means of travel as determined by the provisions of F.S. 112.061.
- E. The voucher on which the payment or reimbursement is made shall contain the following statement:
  1. In consideration of this payment or reimbursement for relocation expenses, as provided by Florida State College at Jacksonville in connection with my employment, should I resign from the College before the one-year anniversary date of my employment, any payment or reimbursement received by me shall be recoverable by the College on a pro-ratable daily basis as a debt due to the College. The College is hereby authorized to deduct the total amount due and payable from any accrued but unpaid wages. Any balance due to the College beyond the amount recovered from unpaid wages will be the repayment responsibility of the employee.
- F. Relocation expenses may include, but are not limited to the crating and shipping of household goods and personal effects, not more than two (2) months temporary storage of household goods and personal effects, and the reasonable costs of travel and lodging. Bills and/or receipts must be submitted as evidence of all items claimed as relocation and associated expenses.
- G. The Florida State College at Jacksonville [Relocation and Travel Expense Reimbursement Request](#)

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[form](#) shall be used in requesting reimbursements under the provisions of this procedure.

- H. The request for reimbursement should be submitted within six (6) months of the employee's first day of employment, as a one-time package to include all claims, and must be approved by the supervising administrator.

REFERENCES: F.S. 112.061, 216.011, 1001.64, 1001.65

Adopted Date: June 10, 2014

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