Department Guidelines for Requesting Relocation Funds

1. Coordinate with the HR Talent Acquisition Specialist to determine if position is eligible for relocation.

2. Review the *University Moving Policy, Boise State 7140*.
   a. The request may be approved for up to 10% of the annual salary not to exceed $15,000.
   b. If the university is hiring more than one member of a household, the reimbursement is limited to only one employee, based on the employee with the greater base salary.

3. **Prior** to referring new hire to Relocation Specialist, submit a memo to Relocation@boisestate.edu confirming approval of moving expenses. Include the following information in the memo:
   a. Name of new hire and contact information
   b. Hiring Department
   c. Funding source for moving expenses
   d. Amount of moving allowance offered
   e. Title of Position
   f. PCN#

4. Each new hire must sign the [Moving Expense Agreement](#), located on the [University Forms and Documents website](#). This form must be received by the Relocation Specialist prior to initiation of any moving processes or reimbursement for expenses.

5. Give the new hire the Relocation Specialist’s contact information: Teri Gormley 208-426-4360, Relocation@boisestate.edu