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: 208-426-2909, Relocation@boisestate.edu