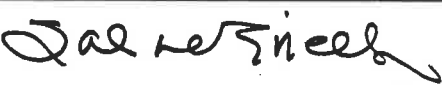


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:016	Supersedes Policy Number: 4:016
Date: October 9, 1995	Dated: April 11, 1994
Subject: Travel	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 4:03:03:00
Approved:  President	

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II. General Provision

1. The General Travel Policies and Procedures issued by Austin Peay State University are based upon the Travel Policy and Procedures of the Tennessee Board of Regents

## Addendum II

TENNESSEE BOARD OF REGENTS  
MOVING EXPENSE AGREEMENT

Agreement made on \_\_\_\_\_ (Date) between AUSTIN PEAY STATE UNIVERSITY (referred to as the Institution), and (Employee's Full Name) (referred to as the Employee),

**WITNESS:**

WHEREAS, the Employee, with employment date effective (Employment Date) desires to move and relocate his/her residence from City and State to Clarksville, TN, and the Institution desires to reimburse or pay on behalf of the Employee (partial) cost of the moving expenses, the parties, therefore, agree as follows:

1. The Institution agrees to reimburse or pay on behalf of the Employee an amount not to exceed \$\_\_\_\_\_ for moving expenses incurred for the relocation. Of this amount, not more than \$\_\_\_\_\_ can be reimbursed directly to the individual. All reimbursement claims must comply with the State Comptroller's rules and regulations in effect when this agreement is signed. Also, the Employee agrees to provide original receipts for all reimbursement claims.
2. In consideration for the Institution either reimbursing or paying the costs of moving, the Employee agrees to remain employed by the Institution for a period of at least one year. For faculty appointed on an academic basis, one year is defined as one regular academic session (Fall and Spring semesters, nine months). For all other annual faculty and employees, one year is defined as twelve months. Should the Employee leave employ prior to completion of that year, the Employee will be liable to the Institution for all moving expenses which the Institution has paid (to or on behalf of the Employee), together with reimbursements and all payroll taxes withheld by the Institution in connection with such expenses.
3. The Employee hereby gives the Institution an express lien on all salaries, wages, and other sums payable to him/her by the Institution, for the purpose of securing all amounts due under Section 2 above in the event the Employee leaves prior to one year's employment at the Institution. The Employee authorizes the Institution to withhold all amounts due under this Agreement from any sum payable to the Employee by the Institution.
4. If the Employee fails to remain employed as indicated in Section 2 above for reasons beyond his/her control considered sufficient by the Institution, all or part of the liability under Section 2 may be waived by the Institution. Any such waiver must be approved in writing by the President. (The

dean/department head must notify Accounting Operations if the Employee does not remain employed at the Institution at least one year.) In the event a waiver is approved and the employee has not been employed for at least 39 weeks, the amount paid to the Employee as moving expenses will be considered taxable income and included on the Employee's form W-2 as wages at the end of the calendar year.

5. To be eligible as a moving expense, payments must be considered deductible under current Internal Revenue Service (IRS) Regulations regarding moving expenses. Any payments made to the Employee or on behalf of the Employee for moving expenses which are not considered deductible by the IRS will be considered as taxable income to the Employee and included on the Employee's form W-2 as wages at the end of the calendar year. Employees are encouraged to familiarize themselves with IRS regulations on moving expenses and consult with the University's Office of Human Resources should questions arise.

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Employee (Signature)

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President (Signature)

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Employee (Print or Type)

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President (Print or Type)

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Employee's Social  
Security Number

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Business Manager

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Department Name

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Account Number to be Charged

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Department Contact and  
Phone Number