



Procedure 3.2: Prospective Qualified Personnel Interviews and New Qualified Personnel Relocation

Volume 3

Managing Office: Office of Business and Finance

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I. PURPOSE

At the discretion of the Alabama A&M University (“AAMU” or “University”) President or his designee upon the recommendation of the appropriate Vice President and in consultation with the Vice President for Business & Finance, some or all of travel expenses for prospective faculty or administrative/professional staff may be reimbursed after their travel to AAMU for an interview. Additionally, at the discretion of the Alabama A&M University (“AAMU” or “University”) President or his designee upon the recommendation of the appropriate Vice President and in consultation with the Vice President for Business & Finance, some or all relocation expenses may be reimbursed to new faculty or administrative/professional staff. Decisions involving personnel reporting directly to the President shall be made by the President consistent with these provisions. The amount provided for reimbursement of relocation costs is generally limited to reasonable costs (e.g., 5% of the incoming faculty or administrative/professional staff personnel’s annual salary); however, exceptions may occur if approved, in writing, by the President in consultation with the Vice President for Business & Finance.

II. DEFINITIONS

1. “Faculty”, as defined in the Section 4.1.1 of the *AAMU Staff Handbook* (September 2011), means persons (full-time or part-time) serving the University in a teaching, extension or research capacity, and who hold the rank of professor, associate professor, assistant professor, or instructor; and those persons designated as professional librarians.
2. “Professional Staff”, as defined in the Section 2.5 of the *AAMU Faculty Handbook* (September 2011), are employees with significant management, supervisory, technical program and/or teaching responsibilities. Professional Staff includes all administrative/management staff responsible for developing and implementing University operating policies and procedures. Positions in this category include the title of director or coordinator. Unless specifically designated by contractual agreement, individuals within this category do not carry academic rank or tenure.

III. PROCEDURES

1. Prospective Personnel

Prospective Faculty or professional staff (hereinafter referred to as “prospective personnel”) may be reimbursed for travel expenses only when on official employment interviews. They shall be reimbursed following the same rates and travel standards as University employees. The prospective personnel must provide a signed, itemized statement of actual expenses and receipts for commercial transportation and lodging. Reimbursement will be based on a paid receipt or a final invoice as submitted by the prospective personnel. If the University is to pay only part of the expenses, the original total invoice must be submitted.

The prospective personnel will receive the standard *per diem* for incidental and meal expenses during travel.

Prospective personnel may not be paid honorariums. The spouses, dependents, and/or other traveling companions of prospective personnel will not receive reimbursement for travel expenses.

2. New Qualified Personnel

a. General

- i. Reimbursement will be made after the new qualified personnel has moved.
- ii. Relocation payment checks will not be made payable to anyone other than the qualified personnel.
- iii. Reasonable living expenses for a period that shall not exceed three (3) consecutive months after the qualified personnel’s relocation to the Huntsville, Alabama metropolitan area may be provided to qualified personnel upon written authorization of the President or his designee in consultation with the Vice President for Business & Finance.
- iv. Miscellaneous trips (e.g., house hunting, exploratory, etc.) other than the one actual move to the Huntsville, Alabama metropolitan area shall not be reimbursed.
- v. Storage expenses incurred before or after the move shall not be reimbursed.
- vi. Some portions of reimbursable moving expenses may be taxable.

b. Reimbursable Relocation Expenses

These relocation expenses are reimbursable:

- i. Moving company expenses
- ii. Mileage at State of Alabama rate for one vehicle making one trip to the Huntsville, Alabama metropolitan area from previous residence. In accordance with IRS regulations, a portion of milage claimed in relocation expenses may be taxed.
- iii. Meals: Enroute during the move for only the new qualified personnel.
- iv. Lodging: Paid at single occupancy rate for the minimum number of days required en route to make a direct move. Receipts are required.

c. Self-Moving Expenses

When new qualified personnel rent a truck, van or trailer to move their own furniture, these relocation expenses are reimbursable:

- i. Rental costs of truck/van/trailer and gasoline costs - receipts are required.
- ii. Mileage at State of Alabama rate for one personal vehicle making one trip from previous home to the Huntsville, Alabama metropolitan area. In accordance with IRS regulations, a portion of mileage claimed in relocation expenses may be taxed.
- iii. Meals: Enroute during the move for only the new qualified personnel.
- iv. Lodging: Paid at single occupancy rate for the minimum number of days required en route to make a direct move. Receipts are required.

3. Processing of Reimbursement

a. Interview Expenses

Original receipts and/or travel vouchers as well as three (3) copies of said documentation must be submitted to the Office of Business and Finance by the prospective personnel within thirty (30) days after the prospective personnel's travel to AAMU for an interview. Failure to submit the required documentation in a timely manner may result in denial of a reimbursement claim.

b. Relocation Expenses

The hiring official/manager, in consultation with the divisional vice president as necessary, must submit a requisition for the appropriate and agreed upon total amount of relocation funds to the Office of Business & Finance via the Banner System within thirty (30) days of new qualified personnel's relocation to the Huntsville, Alabama metropolitan area. Failure to submit the required documentation in a timely manner may result in denial of a reimbursement claim.