

Agreement for Reimbursement of Moving and Relocation Expenses

This is an agreement entered on _____ for the payment of employee moving and relocation expenses of _____ who has accepted employment with the Virginia Commonwealth University in the Department / Office of _____.

1. In order to assist the Employee in meeting the extraordinary expenses of moving and relocation and as a further inducement to accept employment, the Department agrees to reimburse the Employee for moving and relocation expenses in accordance with the Commonwealth of Virginia Moving and Relocation Regulations issued by the Office of the Comptroller in effect on the date of this agreement.
2. In consideration of the Department's offer to reimburse moving and relocation expenses up to the amount of _____, the Employee agrees to remain in the employ of the Department for a period of at least one year beginning _____. 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.
3. The Employee further agrees that in the event the Employee does not remain in the employ of the Department as a full-time employee for the one year, that the Employee will repay to the Department the gross reimbursement for moving and relocation expenses, including actual money plus related payroll taxes withheld by the Department, whether received directly by the Employee or paid to third parties on the Employee's behalf. The amount to be repaid shall be prorated on a monthly basis such that for each full month during which the Employee remained in the employ of the Department, the amount to be repaid shall be reduced by one-twelfth (1/12) of the gross reimbursement. The Department, in its sole discretion and with the recommendation of the Agency Head, may waive repayment if the Employee is separated for reasons beyond the Employee's control, but termination for standards of conduct violations shall not be deemed to be a reason beyond the Employee's control. Repayment will not be required if termination at the election of the agency due to unsatisfactory job performance or as a result of a layoff.

In witness to this agreement, the parties execute their acceptance of its terms by affixing their signatures below.

Employee _____ Date _____

Department Head _____ Date _____

Printed Name _____

Dean _____ Date _____

Printed Name _____

Vice President _____ Date _____

Printed Name _____

