

[Policy 4005](#) superseded Controller's Office Procedure 20345A: Moving and Relocation Expenses, and Procedure 20345B: Moving and Relocation Stipend Procedure. As a result, there are currently no university guidelines for, or limits on, moving and relocation costs. In the absence of such university-level guidelines, units may use the following guidance in approving moving and relocation stipend payments. Amounts greater than those in the table may require senior management approval. Questions, including exception requests, can be directed to facultyaffairs@vt.edu.

Guidance on Moving and Relocation Limits for T&R Faculty, A/P Faculty, and Staff

Appointment Type	Total Moving Stipend
Administrative Faculty (PCLS 011xx), Ranked Faculty Associate Professor and above (PCLS xxxx5 - xxxx9), Research Faculty PCLS from xxxx1-2	\$25,000
Professional Managerial Faculty (PCLS 012xx), Ranked Faculty Lecturer to Assistant Professor (PCLS xxxx1 - xxxx4), Research Faculty PCLS from xxxx3,4,5,6,8,9,0)	\$15,000
Postdocs, Staff bands 4 and above	\$6,000
Staff, bands 1-3	\$1,000

Stipend amounts should be based on estimated costs to relocate and the portion of these costs the university is willing to fund. Stipends are only available to eligible employees per the following criteria:

- The employee must be hired into a full-time salaried position, and
- The relocation must be at the university's request, not for the convenience of the employee, and
- The distance between the employee's new work location and the former residence must be 50 miles greater than the distance between the employee's old location and the former residence.

Moving and Relocation Cost Sharing for Tenure-track and Regular Collegiate Faculty

The Office of the Provost, via Academic Resource Management (ARM), provides cost share funding for tenure track and regular collegiate faculty start-up packages. For moving and relocation, the Provost Office will continue to cost share for tenure track and regular collegiate faculty within the limits below.

Faculty Rank	Total Moving Stipend
Assistant Professor	\$15,000
Associate Professor, Professor	\$25,000

The amount authorized for moving and relocation must be itemized separately from any other bonus payments; moving and relocation not itemized separately will not be eligible for Provost Office cost sharing. Other than in exceptional circumstances and with advance approval by ARM, costs exceeding the above totals will be the responsibility of the academic unit.