



HARVARD COLLEGE OBSERVATORY

HCO Relocation Reimbursement Policy & Workflow

Effective 1/1/2018, all relocation expenses are **taxable** and reimbursed as Additional Pay

- ⇒ The total relocation allowance dollar amount must be stated in the offer letter.
- ⇒ The University will reimburse for relocation expenses if moving from more than 50 miles.
- ⇒ If the incoming employee's relocation reimbursement will be paid on a grant, please consult with your grants manager on allowability.
- ⇒ It is the DA's responsibility to communicate what is allowable to the incoming employee.
- ⇒ All expenses must be directly related to relocation costs and receipts are required – **no personal expenses**.

Repayment Provision

If the employee voluntarily leaves Harvard within 12 months of the appointment to the new employer, the employee must agree to reimburse the relocation amount back to the university.

Typical qualified moving expenses:

Category	Comments
Packing	Packing and crating of household goods and personal effects
Moving household goods	Transportation of household goods and personal effects, including pets and automobiles, from the former residence to the new residence. when using auto to move, reimburse either the standard mileage rate or actual expenses for gas, tolls & parking
Insurance & in-transit storage	For periods not exceeding 30 days from the time the goods are moved from the former residence to the new residence



HARVARD COLLEGE OBSERVATORY

HCO Relocation Reimbursement Policy & Workflow

Travel to the new residence	One trip for employees and household members. Travel must be via the shortest and most direct route from the former residence to the new residence. Personal trips in between routes will not be covered.
Lodging while in route	For the employee and members of the employee's household while in route (including date of arrival) from the former residence to the new residence.
Pre-move house hunting	Includes all travel, meals, and lodging once a job offer has been accepted
Meals	All meals consumed during a move and while in temporary quarters and during pre-move house hunting trips
Temporary quarters	See “lodging while in route” above
Storage charges	Other than in transit or while overseas
Real estate fees	Incidental to leaving the employee's former residence and acquiring the new residence (points, broker's fees, etc.)
Visa Fees	Harvard-sponsored visa; SEVIS fee, application fee

Exceptions for other expenses may be granted at the discretion of the HCO Finance and Administration Office with prior approval by the HCO Assistant Director (Valerie O’Kane) so long as the funding type and budget allow.



HARVARD COLLEGE OBSERVATORY

HCO Relocation Reimbursement Policy & Workflow

Relocation Reimbursement Workflow

- ⇒ Department Administrator (D.A.) sends the relocation packet (single pdf with the [Reloc. Form](#)) to either Jason G. (for non-sponsored funds) or to their grants manager (for sponsored funds) for a full review.
- ⇒ Once the request is reviewed, it is then forwarded by the “reviewer” to the Appointment Administrator (A.A. - Sonia).
- ⇒ The A.A. conducts a final review and processes the reimbursement in Aurora.
- ⇒ Once the reimbursement has been approved by the Faculty Affairs Office, the A.A. will notify the original D.A. that the reimbursement has been approved and will be forwarded to Payroll for processing.
- ⇒ Please note: if the action is approved by the Faculty Affairs Office before the payroll opens the employee will receive their payment at the end of that month. However, if the action is approved AFTER the payroll is open, the employee will receive their payment in the following payroll.

**All Relocation expenses must be submitted in one packet within 90 days from the appointment start date*