

**TENNESSEE TECHNOLOGICAL UNIVERSITY**  
**MOVING EXPENSE AGREEMENT**

Agreement made on \_\_\_\_\_ between \_\_\_\_\_ (referred to as the University), and \_\_\_\_\_ (referred to as the Employee),

**WITNESS:**

WHEREAS, the Employee, with employment date effective \_\_\_\_\_ desires to move and relocate his/her residence from \_\_\_\_\_ to \_\_\_\_\_ and the University desires to reimburse or pay on behalf of the Employee the cost of the moving expense, the parties therefore, agree as follows:

1. The University agrees to reimburse 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 University reimbursing, the employee agrees to remain employed by the University 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 University for all moving expenses which the University has paid (to or on behalf of the Employee), together with reimbursements and all payroll taxes withheld by the University in connection with such expenses.
3. The Employee hereby gives the University an express lien on all salaries, wages, and other sums payable to him/her by the University, 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 University. The Employee authorizes the University to withhold all amounts due under this Agreement from any sum payable to the Employee by the University.
4. If the Employee fails to remain employed as indicated in Section 2 above for reasons beyond his/her control considered sufficient by the University, all or part of the liability under Section 2 may be waived by the University. Any such waiver must be approved in writing by the Employee's department head or dean and the President. (The dean/department head, whose account paid for the Employee's move, must notify the Business Office if the Employee does not remain employed at the University for at least one year.)

5. All travel and travel expenses shall be accomplished as soon as possible, but in no event shall the effective date of the move to the completion of travel and transportation exceed twelve (12) months unless written extension is granted by the President. All payments or reimbursements must be made within twelve (12) months of the date employment begins for new employees or relocation occurs for relocated employees.

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Employee (Signature)

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President (Signature)

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Employee (Print)

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President (Print)

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Employee (SSN)

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Vice President for Planning & Finance (Signature)

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Department Name

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Account Number to be Charged

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Department Contact & Phone Number