

**MIDDLE TENNESSEE STATE UNIVERSITY
MOVING EXPENSE AGREEMENT**

Agreement made on _____ (date) between Middle Tennessee State University (referred to as the Institution), and _____ (Employee's full name) (referred to as the Employee);

WITNESS:

WHEREAS, the Employee, with employment date effective _____ (Employment date) desires to move and relocate his/her residence from _____ (City and State) to _____ (City and State) and the Institution desires to reimburse or pay on behalf of the Employee the cost of the moving expense, the parties therefore, agree as follows:

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

Employee (Signature)

Appropriate Vice President (Signature)

Employee (Print or Type)

Appropriate Vice President (Print or Type)

Employee's Banner ID

Department Name

Account Number to be Charged

Department Contact and Phone Number

Director of Accounting Services (Signature)