

## Summary of Revisions to Relocation, 2.30 Policy Effective May 17, 2024

Relocation (See full revised policy [here](#))

### Summary of Changes

The proposed minor revision to policy:

- Adds definition of “Regular position,” consistent with Staff Employment policy. The term regular position is used within current policy. (Definitions, p. 1)
- Adds a link to Staff Employment Policy to clarify that regular positions, which are eligible for relocation expense reimbursement, differ from other position types, which are ineligible for relocation expense reimbursement. (Policy Details, II.A.1, p.1)
- Updates language to reflect process changes for submitting the Relocation Request Reimbursement Form. (Procedure, IV.A.1, p. 5)
- Updates language to reflect process changes for submitting itemized receipts. (Procedure, IV.A.2, p.5)
- Updates Responsibilities table to align with policy updates. (p. 5)
- Adds Staff Employment policy to the Resources. (p.6)
- Adds Submitting Relocation Reimbursement Request Job Aid to the Resources. (p.6)

