

## Roger Williams University and Roger Williams University School of Law

### Relocation Benefits Policy

#### I. Purpose:

To identify the procedure and approval process for offering eligible candidates relocation expense reimbursement. This will enable hiring managers and search committees to follow

Gas (The IRS standard mileage rate for using your vehicle to move from an old residence to a new residence) \*Please refer to guideline #7\*

Tolls

In-transit lodging

All reasonably incurred expenses listed above, as determined by the University and supported by satisfactory documentary proof by the new employee, will be reimbursed to the new employee by submitting the [Relocation Reimbursement Form](#) (click form title for download) along with receipts and mileage verification to Human Resources.

Non-Eligible Expenses:

**III. Guidelines for newly hired full-time faculty and administrative professional staff:**

1. Only newly hired employees (full-