

FLORENCE-DARLINGTON TECHNICAL COLLEGE

PROCEDURE

Number:	71-04
Title:	Reimbursement of Relocation Expenses
Responsibility:	Vice President of Finance and Administration
Original Approval Date:	07/01/2005
Last Cabinet Review:	00/00/0000
Last Revision:	04/21/2025

Reference (Policy and/or Procedure)

SBTCE:

- FDTc:** Policy: 70-19 Reimbursement for Relocation Expenses
- Other:** SC Code of Laws Section 8-11-130, Section 117.20 General Appropriations Act (SC Disbursement Regulations)

Procedure Description

I. PROCEDURE

Florence-Darlington Technical College is authorized to reimburse reasonable relocation expenses for new employees when such reimbursements are considered by the agency head to be essential to successful recruitment of professionally competent staff members. Positions which may be eligible for reimbursement of moving expenses will be administrative positions of Associate Vice President, Vice President, or President. In extenuating circumstances, exceptions may be made by the President. All reimbursements of relocation expenses are subject to the approval of the College President and the Area Commission.

The following conditions must be met for newly employed staff personnel to be considered for reimbursement of relocation expenses:

1. The new employee's place of residence is outside of the State of South Carolina at the time of employment by the agency.
2. The College can demonstrate that paying these costs is necessary to fill the position.

3. The maximum payment in any instance to any new employee may not exceed (\$5,000) five thousand dollars. All relocation expenses are subject to the South Carolina Procurement Code regulation.

4. The payment is certified by the College President (or the Area Commission if the new employee is the President) as the total paid by the College toward the total moving cost incurred by the new employee.

Moving expenses must be reported on W-2 Forms in accordance with regulations of the Internal Revenue Service. Payments can only be made to the employee being moved upon presentation of adequate documentation.