Relocation Allowance Language for EHRA Letter Templates

As part of this employment agreement, the [College/Division] will provide you with a relocation allowance in the amount of $XXX.XX to cover expenses such as house hunting, household moving and/or temporary housing expenses. In accordance with IRS tax rules, relocation allowances are fully taxable to the employee and are subject to applicable payroll tax withholding.  Please be advised that you [will/will not] be required to provide receipts for this lump sum relocation allowance in accordance with NC State Policy 05.15.03 – Non-Salary and Deferred Compensation. The University will not be responsible for relocation expenses that exceed the amount approved as part of this employment agreement.