



RELOCATION INCENTIVES

- Scope:** All campuses served by Louisiana State University (LSU) Finance and Administration
- Effective:** February 1, 2021; Updated April 30, 2023. This FASOP supersedes and replaces all prior versions of the relocation incentive policy and replaces FASOP AS-01. Reimbursements to third party vendors for moving expenses will no longer be processed through LSU. The employee will receive a one-time relocation incentive payment through LSU for which they may use to pay for moving related expenses directly. Individuals offered or hired with a relocation incentive or reimbursement agreement prior to February 1, 2021, shall be grandfathered under the provisions of their offer.
- Purpose:** To establish a procedure for the disbursement of employee relocation incentives.
- Definition:** Relocation incentives offer a one-time lump sum payment to an employee when it is in the university's interest to provide an incentive to a current or prospective employee to move f(u)-4 ~~cost eligible~~ to be conMileage

relocation from their original domicile to LSU	Percentage of Relocation
</= 250 miles	2.5%
251-750 miles	5%
751-1250 miles	8%
>1251 miles	10%

Incentives greater than the established thresholds shall also be approved by the Executive Vice President for Finance and Administration on or after 12/28/2018 by the Relocation Adm Incnc4-2.7 (e /TT3 1 Tf7 (dent4 Agreement, which stipulates that part, or all the payment will be returned if the employee does not continue employment with the hiring department for at least two years, unless advanced administrative approvals are obtained. See Appendix A.

**IV. Repayments:** In the event that an employee who received a relocation incentive does not continue employment with the hiring department at Louisiana State University for at least two years, the employee will be responsible for reimbursing the hiring department based on the following formula:

**Fiscal Year Appointment:** Repayment Amount = (24 Months- Number of Full Months Worked) x (Gross Amount of Relocation Incentive/24 Months)

**Academic Year Appointment:** Repayment Amount = (18 Months- Number of Full Months Worked) x (Gross Amount of Relocation Incentive/18 Months)

Repayments may be waived only in justifiable circumstances with the approval of the Executive Vice President for Finance & Administration & CAO or his/her designee.

Appendix A

RELOCATION INCENTIVE AGREEMENT

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Name:

LSU ID Number:

Department

Title

Position Number:

Account Number:

Start Date:

Relocation Incentive Amount: \$

Relocation from: \_\_\_\_\_ to \_\_\_\_\_

In accepting this relocation incentive payment, I, \_\_\_\_\_, agree to  
EmployeeName

repay the relocation incentive if I do not continue employment with the hiring department at Louisiana State University for at least two years. Additionally, I authorize LSU to deduct the repayment amount from my pay. The repayment