

Welcome to Andrews University!

We are happy that you made the decision to join our Andrews family.

We recognize that moving can be very stressful, especially when relocating to a completely different community as well as starting a new job, and we want to help make that transition as painless as possible. Per your employee classification, Andrews University will provide the following moving benefits:

Part 1: Reimbursement up to \$5,000 for

- Flight tickets for you and your family
 - **Please note: travel insurance is not eligible for reimbursement (not covered expense)**
- Transportation on initial arrival from the airport to temporary housing
- If reimbursement exceeds \$5,000 the excess will be deducted from part 2

Part 2: Cash payment not to exceed \$20,000

- First \$10,000 to be paid on your first paycheck
- Second \$10,000 will be paid out on subsequent paychecks **after** reduction of any amount in excess of \$5,000 in part 1

Additionally, 25% tax assistance on the reimbursement and cash payments above will be provided.

Taxability: all moving expenses reimbursements, cash payments, and tax assistance are considered taxable benefits.

If you have any questions, please feel free to contact us. We hope and pray that you have a smooth transition!

** If both spouses are hired by Andrews University, irrespective if this happens at the same time or not, the family is limited to the established cap.*

I have read and understand the moving benefits policy and that I will incur tax liability for the moving benefits Andrews University will pay on my behalf and will address the applicable tax withholding through payroll as necessary.

Signature

AU ID#

Date



Amortization Agreement

The total moving expenses paid to/for you shall be amortized over four (4) years from the date of hire. In the event that you leave employment at Andrews University prior to the completion of the four-year amortization period, you agree to reimburse the unamortized portion of the amount to Andrews University according to the following schedule:

- Employed less than 2 years*: 100% repayment
- Employed 2 years or more but less than 3 years: 50% repayment
- Employed 3 years or more but less than 4 years: 25% repayment

*includes if moving expenses have been paid to/for you prior to your hire date and you withdraw your offer acceptance or abandon your hire/employment

Repayments of unamortized expenses:

- If moving to another denominational employer, in accordance with NAD Working Policy E 45 71 (Amortization of Moving Expenses), Andrews University will invoice the corresponding unamortized expenses to the new denominational employer for repayment
- If not moving to another denominational employer, an invoice for the unamortized expenses will be issued to you and any tax effect resulting from repayments must be worked through with your tax advisor

I, _____ have read and fully understand the above Andrews University Amortization Agreement and agree to comply with the amortization period and repayment of the unamortized portion of the amount.

Note: if leaving Andrews University to be employed by another denominational employer, unamortized expenses may be assumed by that employer

Signature

AU ID#

Date