Moving Relocation Allowance Language for Offer Letters

In accordance with UNM Policy, you will receive a moving relocation allowance of $X,000 to cover expenses incurred in moving to Albuquerque. This will be processed as a taxable, one- time, lump sum payment after your contract start date on August XX, 202X. If you choose to work with a UNM Purchasing Agent to hire a moving company, it will not be necessary to pay for this expense out-of-pocket and it will be deducted from your total relocation allowance amount. Any remaining amount will be paid by Payroll after your official start date. See Moving Expenses Policy 4020: <http://policy.unm.edu/university-policies/4000/4020.html>.