

**UNIVERSITY OF MISSOURI SYSTEM
MOVING ALLOWANCE AGREEMENT**

I, _____ ("Employee"), in consideration of the Moving Allowance paid to me by The Curators of the University of Missouri ("University"), hereby acknowledge and agree as follows:

- University has agreed to pay to Employee a Moving Allowance in accordance with University Collected Rules and Regulations Section 360.111, as follows:

One payment in the amount of ____% of employees annual salary, for a total payment of \$_____.

- In consideration of the payment of said Moving Allowance, Employee agrees to remain employed by University during a two-year period commencing on Employee's first day of employment, or if Employee is a current University employee, on Employee's first day of regular employment at the new campus or location. If Employee does not remain employed by University through the end of the two-year period because Employee voluntarily resigns or is terminated by University for cause, Employee agrees the Moving Allowance shall be returned to University in accordance with the following schedule:

Full Months Employed	Amount Returned
0-5	100%
6-11	75%
12-17	50%
18-23	25%

If Employee does not remain employed by University through the end of the two-year period because Employee is terminated not for cause or due to Employee's death or disability, Employee or Employee's beneficiary may retain the Moving Allowance payment.

- Employee agrees that if an amount is to be returned to University pursuant to paragraph 2 of this Agreement, such amount is a legal debt and obligation to University and may be partially offset against and deducted from Employee's final payroll check. Employee understands and agrees that, if University turns such debt over to a collection agency, Employee will be responsible for reimbursing University for all costs and expenses of collection, including all attorney's fees and expenses.
- Employee understands and agrees that, in accordance with Internal Revenue Service Regulations, the amount paid to Employee as a Moving Allowance is taxable compensation subject to withholding and other appropriate deductions and will be reported on the W-2 form as part of Employee's total compensation.
- Nothing contained in this Agreement and no language contained herein shall be construed to alter in any manner whatsoever the at-will status of any Administrative, Service, or Support or academic administrative appointment, or to extend the term appointment for any Academic Staff Appointment beyond the stated ending date thereof.
- Employee acknowledges having read this Agreement and understood it; agrees to be bound by its terms and conditions; and agrees that this Agreement constitutes the entire agreement with respect to the matters herein.

Employee Agreement

Signature below acknowledges and agrees to the conditions above. To ensure timely payments, please return signed agreement within thirty (30) calendar days after notification of moving allowance offer to the hiring unit for further processing. Electronic signature is acceptable.

Print Name

Signature

Date

Hiring Units are responsible for obtaining authorization and submitting payments pursuant to [HR-103](#).