



THE UNIVERSITY OF  
NEW MEXICO

Relocation Allowance / Invoice Request Form

[Policy 4020: New Employee Relocation Allowance](#)

**Before completing, save it to your desktop or network folder and then complete it. All fields must be completed.**

New Employee Name	UNM Offer Letter Employment Start Date
Banner ID	Offer Letter Amount
Employee Choice (Allowance/UNM Pays Carrier)	Funding Source Index
Mailing Address	
City, State, Zip	
Hiring Officer & Contact Info	
Employment Area (EA) Office	Date completed by Hiring Officer

This form is to be used for all staff and faculty. This is a fillable pdf format with dropdown selection fields.

- The University agrees to pay the new employee a relocation allowance (RA) for relocation expenses. The RA must be processed by the department’s employment area (EA) within normal payroll deadlines. The RA will be paid after the employee’s official start date and on the normal payroll cycle after all approvals are completed.
- The Hiring Officer will complete this form after consultation with the new employee. The Hiring Officer must electronically submit the completed form to the Employment Area (EA) if the allowance method is chosen, or to Purchasing if UNM is to pay the moving carrier directly.
- If the employee elects to have UNM pay the moving carrier directly, the hiring officer must electronically submit this form to the University Purchasing Department at **[purch@unm.edu](mailto:purch@unm.edu)**. The Purchasing Department will contact the new employee prior to soliciting quotes for the move. The Purchasing Buyer will discuss the procedures to follow with the new employee at that time.
- Electronic submission of this form to the EA or Purchasing serves as electronic approval and agreement between the Hiring Officer and the new employee for all information included in the completed form. An electronic copy of the offer letter relocation allowance section is required to be submitted with this form. If the Offer Letter amount relocation allowance exceeds \$15,000, then the signature page of the contract indicating written approval by the cognizant Executive Vice President or President, as applicable, must also be attached with this form.
- The new employee will receive 64.45% of the RA Amount.**  
 Required withholdings include Federal tax (22%), New Mexico tax (5.9%\*), FICA & Medicare (7.65%).  
 Example: \$10,000 less \$2,200 (Fed), \$590 (NM), \$765 (FICA & Medicare) = net \$6,445.  
 Individuals in special tax situations may have more or less taxes deducted.
- All allowances paid to (or payments made on behalf) of employees are 100% taxable per IRS requirements. The Employee's year-end tax statement (Form W-2) will include the gross amounts and all applicable taxes withheld.

(\* Revised January 2023)