



Moving Expenses At A Glance

Who to contact with questions:

Moves >\$5k or moving companies—Purchasing
801-581-7241

Moving Policy and moves <\$5k—Accounts Payable
801-581-6976

Taxability of moving expenses—Tax Services
801-585-0382

Travel costs during move—Travel
801-581-7142

The university complies with federal and state regulations on reporting reimbursement and payment of moving costs as additional income to the employee. All federal and state income and/or payroll taxes due on reimbursed or paid moving expenses are the responsibility of the employee and will not be paid or reimbursed by the university.

Greater than 50 Miles

The new main job location must be greater than 50 miles from the former residence than the old main job location was in order to qualify as moving expenses.

1 Year of Employment

Individuals must complete one year of employment for the expenses to remain qualified moving expenses.

Allowable Moving Expenses Per Policy

All expenses reimbursed are taxable income to the employee.

Costs of moving ordinary personal and household effects.

Cost for one moving trip to new home per member of household. Shortest, most direct route available by conventional transportation.

Cost for mileage at the current moving mileage rate for the actual move.

Costs for shipping for moving ordinary personal and household effects.

Costs of house-hunting expenses. One trip for employee (with spouse optional).

Costs for temporary housing up to five days if arrival of household goods has been delayed for reasons beyond the control of the employee.

Costs for meals or per diem.

Not Reimbursed - University Policy 3-032

Costs for transportation of pets or other animals. Note: This includes hotel pet charges.

Costs for Professional Equipment, such as special, large or unusual equipment or collections, not generally a part of or used in an ordinary household.

Costs for transportation of more than one motor vehicle. Note: This includes rental truck towing a private vehicle while driving another private vehicle.

Costs for moving of recreational vehicles, trailers, boats, snowmobiles, airplanes or other non-household items.

Top Tips!

- Don't know where to start? See the Relocation Package Example.
- Be sure to use the correct account code for moves: 63900-63919.
- If you need to submit a request for a move over \$5,000—use the Non-Catalog form in UShop & contact Purchasing.
- If you are submitting a request for moving expenses under \$5,000—submit a Travel Reimbursement or ePR.

This is a quick reference guide and is not all-inclusive for moving requirements. For additional information, please see IRS publication 521, University Policy 3-032, and Policy 3-030.