

Moving Expense Reimbursement Policy

POLICY: The reimbursement for moving expenses is governed by the NDCC Chapter 44-08-04.3 and the North Dakota SBHE Policy #806.3. Tax treatment is determined by Internal Revenue Service regulations.

Moving expenses may be reimbursed when staff are initially hired from outside the university system. Permanent staff, employed for one year or more, may be eligible for reimbursement when, at the direction of the employer, are transferred to a new work location within the university system. **In addition, the total reimbursement limit for permanent employees transferred within the system is \$5,000, not to exceed 11,000 lbs.**

Approval is required prior to offering the reimbursement of moving expenses as a part of the employment contract. Departments should complete the Authorization for Moving Expense Reimbursement Form and obtain prior written approval from their respective Vice President (or designate). Departments reporting directly to the President should obtain prior written approval from the President (or designate).

Eligible expenses and their taxability are listed below. Reimbursement for allowable moving expenses to the employee, both taxable (Account 521055) and non-taxable (Account 521050), are required to be reported to the Internal Revenue Service and are included on the employee's W-2. IRS regulations require the university to withhold income tax, social security tax and Medicare tax from reimbursements and allowances for nondeductible moving expenses. Taxes are withheld from a paycheck issued after receiving reimbursement for moving expenses. It is the employee's responsibility to contact the Payroll Office to discuss options available for W-4 changes, which determines the taxable rate used to calculate the withholding.

Only those expenses listed below are allowable. **The original of the completed Authorization for Moving Expense Reimbursement Form, Moving Expense Worksheet, and a copy of the Employment Contract should be attached to either the Voucher, Purchase Requisition or Receiving Report.**

PURPOSE/TYPE OF EXPENSE	TAXABILITY		RESTRICTIONS	OTHER INFO
	Taxable 521055	Non-Taxable 521050		
Pre-move/House Hunting				
AIRLINE	X		Limited to 1 round-trip for employee & spouse	Original passenger coupon or paid invoice required
LODGING	X		Limited to 3 nights lodging for employee & spouse	Original, itemized, paid lodging receipt required. Room and room tax only
MEALS	X		Limited to 3 days per diem for employee & spouse	No receipts required. Use current GSA rate for previous night's lodging location
PERSONAL VEHICLE MILEAGE	X		Limited to 1 round trip to new work location	No receipts required. Document miles from prior residence to new work location. Reimbursement payable up to current IRS mileage rate
MISCELLANEOUS Taxi, parking, car rental	X		Limited to 3 days	Original, paid receipts required
Moving Personal Goods/Furnishing				
MOVING VAN LINE		X	Limited to invoice cost ³ *Insurance on moving van is NOT allowable	Original, paid receipt for Voucher or original invoice for Receiving Report required ¹
RENTAL VAN		X	Limited to invoice cost ³ *Insurance on moving van is NOT allowable	Original, paid receipts for rental of van and actual gas expenses required
MISCELLANEOUS Boxes, strapping tape		X	Limited to invoice cost	Original, paid receipts required
Moving Expense/Personal Travel				
LODGING		X	Limited to actual expenses incurred by employee and immediate family <u>en route</u> to new work location ²	Original, itemized, paid lodging receipt required. Room and room tax only
PERSONAL VEHICLE MILEAGE	Amount exceeding \$.19/mile	First \$.19/mile	In-state travel limited to GSA rate and out-of-state travel limited to \$.18/mile (out-of-state is non-taxable) ⁴	No receipts required. Document highway miles from prior residence to new work location ⁴
MEALS	X			No receipts required. Use current GSA rate for previous night's lodging location
AIRLINE		X	Limited to one-way trip for employee and immediate family	Original passenger coupon or paid invoice required
MISCELLANEOUS Taxi, parking, etc		X	Limited to actual expenses incurred by employee and immediate family while <u>en route</u> to new work location ²	Original, paid receipts required
Temporary Living Quarters				
LODGING	X		Limited to employee in-state rates incurred by employee and immediate family at new work location ²	Original, itemized, paid lodging receipt required. Room and room tax only. Limited to 90% of ND GSA rate, plus applicable taxes
MEALS	X		Limited to employee per diem rate for both the employee and immediate family ²	No receipts required. Use current employee per diem rate for previous night's lodging location
MISCELLANEOUS Taxi, parking, etc.	X		Limited to actual expenses incurred by employee and immediate family. ² Rental car not allowed	Original, paid receipts required

¹ Contact Purchasing Office for available contracts and potential cost savings for moving expenses.

² Maximum number of days for both travel time and temporary living quarters is **10 days**.

³ If moving within the system, and a combination of moving van(s) and rental van(s) is used, total is **NOT** to exceed 11,000lbs.

⁴ Prior to 8/1/2009, rate was \$.45/mile.

Authorization for Moving Expense Reimbursement

University procedure requires prior approval to offer reimbursement of moving expenses as a part of the employment contract. The reimbursement of moving expenses is governed by NDCC Chapter 44-08-04.3 and North Dakota SBHE Policy 806.3. Tax treatment is governed by Internal Revenue Service regulations.

Please refer to the Moving Expense Policy to determine expenses eligible for reimbursement. Please note that some expenses are taxable.

PeopleSoft Funds to be used:

Requesting Reimbursement for:

Employee

Social Security #

Amount Authorized*

Requested by:

Department

Department Head Signature

Date

Authorized by:

Dean's Office (For Academic Depts)

Dean's Office Signature

Date

President/VP or Designate Signature

Date

Please attach this completed form and a copy of the employment contract to either the Voucher or Purchase Requisition or Receiving Report.

* Limited to the eligible expenses per the Moving Expense Reimbursement Policy