



**Effective:** January 1, 2019  
**Last Revised:** September 27, 2019

**Responsible University Office:**  
*Procurement and Payment Services*

**Responsible University Administrator:**  
*Vice Chancellor of Business and Finance*

**Policy Contact:**  
*Payment Services staff  
acctspay@unk.edu*

---

## Employee Moving Expenses Policy

### POLICY CONTENTS

Scope  
Policy Statement  
Reason for Policy  
Procedures  
Additional Contacts  
Forms  
Related Information  
History

---

### Scope

All campus units requesting to process payment of or to reimburse an employee for qualified moving expenses.

---

### Policy Statement

This policy ensures compliance with University, Nebraska Department of Administrative Services (DAS), and Internal Revenue Service (IRS) policy regarding the payment of or reimbursement to an employee for qualified moving expenses. Employees who have been asked to relocate at the request of the University may be eligible for certain moving related expenses if they have been pre-approved in writing by the appropriate Chair, Director, Dean, Vice Chancellor and Chancellor. Reimbursements need to be supported with receipts for actual out-of-pocket expenses. Employee moving expenses that do not adhere to the policy cannot be paid regardless of the fund source.

## **Limitations**

- The distance between the employee's former home and the new job location must increase at least 50 miles over the distance between the former home and the old job location.
- A regular, full-time employee who is relocated to another geographical area at their own request and for their personal benefit shall not be reimbursed.
- The cost of moving an employee's household goods and personal effects will only be eligible for reimbursement one time, from the former home to the new home (or a storage unit) within the area of the new job location.
- Moving expenses may not be incurred by the employee later than one year from the date the employee begins employment at UNK.
- Reimbursable expenses must be presented to Payment Services within 60 days of when the employee paid or incurred them.

## **Eligible Expenses (all the following will apply to maximum moving allowance as stated in offer letter)**

- The cost of transportation of the employee and members of their household from the former home to the new home (excluding meals). The employee and members of their household do not have to travel together or at the same time, but eligible expenses are only for one trip per person.
- The cost of transporting household goods and personal effects. When a commercial carrier is used, two bids are required. The University currently has household moving contracts with various moving companies. See [http://www.unk.edu/bf/\\_files/p\\_and\\_p\\_linked\\_files/moving\\_companies.pdf](http://www.unk.edu/bf/_files/p_and_p_linked_files/moving_companies.pdf) or contact Procurement and Payment Services (308-865-8525) for more information on these contracts and to arrange for payments to be made by UNK directly to the moving company. Actual, reasonable costs may be paid for a self-move at the University's discretion including a) rental of personal property (van, trailers, two-wheel carts, etc.); b) shipping and packing materials; c) air, bus or rail tickets (limited to one per household member). The cost of traveling from the former home to the new home should be by the shortest, most direct route available by conventional transportation. Current IRS mileage reimbursement rates should be used.
- The cost of lodging en route (excluding meals) during the actual move, subject to standard IRS limitations.
- The cost of relocating two (2) personal vehicles from the former home to the new job location. Note: Reimbursement is limited to one way and for one trip for each personal vehicle.
- Temporary living expenses (excluding meals) at the new job location for up to 30 consecutive calendar days or until permanent lodging is established, whichever is earlier. Contact Procurement and Payment Services (308-865-8525) for possible UNK contracts with motels and hotels.
- Pre-Move House Hunting expenses of traveling (including lodging, excluding meals) from the former home to the new place of employment for the principal purpose of searching for a new home. Reimbursement is limited to two (2) pre-move house-hunting trips.

---

## Reason for Policy

The Tax Cuts and Jobs Act of 2017 requires that the University withhold income and FICA taxes on payments made to an employee, or to a third party on behalf of the employee, for all moving related expenses. The amount(s) will be reported to the payroll office and in the next payroll cycle(s), adjustments will be made to the employee's wages and withholdings, and will also be reported on the annual employee's W-2. Due to the tax requirement, reimbursements will not be processed until the employee is on the University's payroll.

---

## Procedures

### **Offer/Contract Letter**

Departments wanting to include moving expenses for employees should complete the moving expense amount and cost center fields in the "Hiring Proposal" through PeopleAdmin. Human Resources will prepare the offer/contract letter for all staff appointments and the Senior Vice Chancellors' office will prepare the offer/contract letter for all academic appointments. Letter/contract offers must state the agreement to pay allowable moving expenses and the maximum amount to be paid.

### **Moving Expense Reimbursement Agreement**

A Moving Expense Reimbursement Agreement (see Forms section) must also be completed. Completing the Moving Expense Reimbursement Agreement provides details on the expenses being paid and how/to whom the expenses are being paid. Itemized receipts must be provided for reimbursable expenses and submitted to Payment Services for review and payment (see Submitting a Reimbursement Report). A copy of the Offer/Contract Letter must accompany the Agreement when submitting to Payment Services. Only one full and complete claim for moving expense reimbursement should be processed per employee move.

### **Submitting a Reimbursement Report**

Standard presentation of the reimbursement expense report should be completed through the Concur employee reimbursement system unless special circumstances exist (i.e. moving expenses incurred more than 60 days prior to first date of employment). Contact Payment Services for additional guidance.

---

## Definitions

**Home.** Your home means your main home (residence as defined by the Internal Revenue Service (IRS))

**Main Job Location.** Your main job location is usually the place where you spend most of your working time as defined by the Internal Revenue Service (IRS)

**Household Member.** Anyone who has both their former and new home as their home as defined by the Internal Revenue Service (IRS)

---

## Additional Contacts

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
Moving Expenses & other AP topics	Carrie Stithem	865-8865	stithemcl@unk.edu
Moving Expenses & other AP topics	Paula Fuestman	865-8866	fuestmanp@unk.edu
Moving Expenses & other AP topics	Val Glaser	865-8419	glaservr@unk.edu
Moving Companies, Lodging Contracts and Purchase Orders/Direct Billing for Moving Expenses	Kim Christensen	865-8525	christensenk@unk.edu

---

## Forms

Moving Expense Reimbursement Agreement: SAPPHIRE path – Business Forms > UNK > Human Resources > New Employees/On-Boarding > Moving Expense Reimbursement Agreement-Calendar 20XX

---

## Related Information

### Tax Cuts and Jobs Act of 2017

**State of Nebraska Department of Administrative Services Accounting Manual- [General Policy #10](#)** (based on one or more of the following Nebraska Statutes: 81-118, 81-145, 81-161.03, 81-8,211, 81-1014, 81-1107, 81-1111, 81-1117.02, 81-1121, and 81-1174 through 81-1182)

**Payroll Taxes** – New employees should be advised that payments for moving expenses made to an employee will be reported on the employee’s W-2. The IRS also requires the University to withhold income, social security and Medicare taxes on reimbursement of expenses. The amount of any reimbursement or payment on behalf of the employee to a third party will be reported to the payroll office and in the next payroll cycle, an adjustment will be made against the employee’s wages for the taxable reimbursements/payments.

**Moving Companies** – See

[http://www.unk.edu/bf/\\_files/p\\_and\\_p\\_linked\\_files/moving\\_companies.pdf](http://www.unk.edu/bf/_files/p_and_p_linked_files/moving_companies.pdf)

**Submitting a Non-Travel Expense Reimbursement in Concur**

<https://nebraska.edu/-/media/unca/docs/concur-help/quick-reference-guide/create-a-nontravel-expense-report.pdf>

---

## History

Previously found in the Business and Finance Policy and Procedures document