



## UC Merced Non Academic - Moving Expense Summary Information

### Moving Expense Summary Information

The following chart provides a summary of reimbursement, accounting, and tax information related to moving expenses for eligible non-academic employees:

Moving-related Expense	MSP/PSS Positions % Reimbursable	SMG Positions % Reimbursable	W-2 Reported Taxable Income
House hunting (travel, lodging, meals, rental car, and all other related expenses not to exceed G-28 allowances)	No	100%	Yes
Household goods and personal effects, including packing & unpacking ***	100%	100%	No
Motor vehicle transport (up to two vehicles)**	100%	100%	No
Storage charges - non-transit-related up to 30 days after removal from former primary residence	100%	100%	Yes

<b>Moving-related Expense</b>	<b>MSP/PSS Positions % Reimbursable</b>	<b>SMG Positions % Reimbursable</b>	<b>W-2 Reported Taxable Income</b>
Airfare	100%	100%	No
Automobile (private) mileage - paid at the rate allowed by policy	Not to exceed cost of air coach transportation	100%	No
Automobile (private) mileage - paid in excess of moving rate*	Exceptional approval	Exceptional approval	Yes
Rental car	Exceptional approval	100%	Yes
Rental van (to include fuel & related expenses)	100%	100%	No
Taxi	100%	100%	No
Parking/tolls	100%	100%	No
Meals & incidentals not to exceed BFB G-28 "UC Policy and Regulations Governing Travel" allowance rates	100%	100%	Yes
Lodging en route (room & tax only)	100%	100%	No

<b>Moving-related Expense</b>	<b>MSP/PSS Positions % Reimbursable</b>	<b>SMG Positions % Reimbursable</b>	<b>W-2 Reported Taxable Income</b>
Storage charges - in-transit or foreign move	100%	100%	No
Meals only if temporary quarters do not have cooking facilities. Costs not to exceed G-28 allowances	100%	100%	Yes
Pets (household) - Kennel charges not included	100%	100%	No
Passport processing (employee only)	100%	100%	No

\* Mileage reimbursement paid in excess of the allowable rate for moving is taxable income reportable on Form W-2.

\*\* Does not include any recreational vehicles, e.g., boats, canoes, kayaks, camping vehicles, snow machines, jet skis, etc.

\*\*\* Must use a common carrier from the University's preferred vendors list