

Moving Expense Guide - MSP/PSS Non-Academic Positions

The information provided in this guide covers reimbursement of moving costs for employees in a Manager Senior Professional (MSP) or Professional Support Staff (PSS) position, either newly-hired or transferring from another UC campus.

Special requirements and restrictions may apply to some situations and/or some individuals. In these cases, *Business and Finance Bulletin G-13 "Policy and Regulations Governing Moving Expenses"* should be consulted for a complete explanation of moving-related rules and requirements. Please contact Travel Services with questions or the Travel Help line at 228-TRIP.

What To Know

Before you start

- Ensure that all moving-related expenses are necessary, proper and reasonable.
- To minimize out-of-pocket expenditures, request payments be made directly to a vendor who is providing moving-related services

Eligibility

General Requirement

A MSP or PSS member is eligible to receive reimbursement of reasonable moving-related expenses. Department heads are authorized to approve payment of actual moving expenses of new appointees and current employees eligible to receive such payments. A department may pay all or a portion of the expenses. The appropriate approval authority is to be consulted before the hiring unit offers such benefits.

- **New Appointee.** To be eligible for reimbursement, the appointee's position must require specialized training and/or experience of a technical, professional, or administrative nature. In addition, the new appointee must reside outside the commuting distance of the campus to which he or she has been appointed.

Authorization

A moving expense reimbursement request is approved by a department head with the appropriate delegated authority.

- A division head may re-delegate authority in writing to a direct report to approve non-exceptional moving expenses.
- Reimbursement of moving-related expenses that are exceptions to policy must be approved by the appropriate Dean, Campus Provost / Executive Vice Chancellor, or Chancellor. Refer to *Appendix: Moving expense summary information* for a list of expenses requiring exceptional approval.

Reimbursable costs

General Provisions

- Applies to an eligible employee in a MSP or PSS appointee
- Only actual and reasonable costs will be reimbursed

Reimbursable Expenses

- *Household goods and personal effects*
 - From former to new primary residence
 - Includes packing, crating, transporting, unpacking, and uncrating
 - Includes installing items at the new primary residence
- *Storage and insurance while in transit*
 - Applies to costs not exceeding thirty (30) consecutive calendar days
- *Travel expenses en route*
 - For travel, meals, and lodging between former and new primary residence for the employee and his or her immediate family, but not to exceed the cost of air coach transportation.
 - BFB-G28 includes applicable moving mileage rate
 - Expenses must conform to UC Travel Policy
- *Temporary lodging*
 - For up to 30 days and meals if temporary lodging does not have cooking facilities

Non-reimbursable Expenses

Expenses related to moving the following items are not reimbursable for any employee:

- Assembly and disassembly of unusual items, such as swing sets, swimming pools, satellite dishes, hot tubs and storage sheds
- Animals, except household pets normally and ordinarily kept or permitted in the appointee's personal residence
- Building supplies
- Canned, frozen, and bulk foods
- Farm equipment
- Firewood
- Motorized recreational vehicles, such as boats, airplanes, camping vehicles, trailers, jet skis, etc.
- Plants

Receipt and documentation requirements

The following receipts and documentation must be submitted with a request for payment or reimbursement of moving-related expenses:

- Each expense must be listed in detail
- As applicable, an original receipt or equivalent electronic receipt must be submitted in support of each expense
- As applicable, a copy of your employment offer letter

Obtaining reimbursement

All moving-related expenses must be accounted for on a completed, signed, and approved Moving Relocation Reimbursement form:

1. Attach original receipts for ALL relocation expenses to the form to substantiate each expense's reasonableness. The following are examples of expenditures requiring a receipt.
 - Airfare
 - Lodging
 - Rental car or van
 - Taxi or ground transportation
 - Parking/Tolls
 - Meals & incidentals
 - Professional movers (Household, Library, Vehicle)
 - House hunting expenses (lodging, meals, rental car, etc.)
 - Temporary living expenses (lodging, meals, rental car)
 - Storage charges
 - Miscellaneous expenses (packing supplies, shipping, etc.)
2. Attach a copy of your employment offer letter to the form. The letter must show the job title and moving allowance authorized.
3. Forward the completed and signed form, along with receipts, and supporting documentation to the Divisional Funding Authorizer, who is responsible for reviewing and approving the report.
 - A divisional funding authorizer is usually a supervisor, department chair, or senior campus official, who has been officially delegated authority to approve the funding for the payment of your moving-related expenses.

Payments made directly to a vendor

Having a payment made directly by UCM to a vendor for moving-related services, such as shipment or storage of household effects, reduces out-of-pocket expenditures and the risk of a personal tax liability.

- Use a common carrier from the University's preferred vendor list. Request that a purchase

requisition be processed in the Cat Buy system. For more information, refer to the Purchasing Office website.

Tax considerations

The Internal Revenue Service (IRS) requires all of the following conditions be met in order for a moving expense reimbursement or move-related payment made directly to vendors to be treated as taxable:

- The moving expense must be incurred within one year from the time you first report to the new job, even if the appointment is effective prior to the report date.
- You must be employed full-time for at least 39 weeks during the 12-month period immediately following the move.
- The distance from your UCM job location must be at least 50 miles farther than the distance between your old job location and your former principal residence. For example, if your old job location was 5 miles from your former residence, the distance from your UCM job location must be at least 55 miles from your former residence.

The IRS requires that the following common, moving-related expense reimbursements be reported as taxable income, subject to payroll tax withholding and Form W-2 reporting.

- Meals and incidentals while moving from the old to the new residence
- Temporary living expenses up to 30 days, including meals and lodging
- Rental car, while the primary automobile is being shipped to the new location
- Pre-move house hunting, including travel, meals and lodging
- Household goods storage charges, except those incurred in transit and for moves from foreign countries, for up to 30 days

Funding sources that can be used

This funding limitation applies to the payment of moving expenses of extramurally-funded appointees.

- State funds ("19900") may not be used.

Speed up getting your payment by avoiding these common oversights

- Forgetting to obtain the signature of a division head for approval of the reimbursement of expenses that are exceptions to policy.
- Forgetting to sign the forms
- Forgetting to attach original receipts to forms
- Forgetting to submit a PO number

Policy references

- UC BFB G-28 Policy and Regulations Governing Travel (includes moving mileage rate)
- Business and Finance Bulletin G-13 "Policy and Regulations Governing Moving Expenses"

Where to get help

Campus Travel Management - travel@ucmerced.edu