

OFFICIAL UNIVERSITY POLICY

Introduction

The University may reimburse moving and relocation expenses in accordance with the State of Georgia and the Internal Revenue Service (IRS) policies and regulations. Regulations, limitations and required approvals are described in this procedure

Purpose

In order to attract the best faculty and staff possible, Albany State University must be competitive in the employment offers it makes. In accordance with the University System of Georgia (USG) and the Board of Regents (BOR) we have implemented this relocation policy to help recruit and retain the most qualified applicants to Albany State University.

Policy

Issued: 6/1/2008

Relocation expenses for new regular faculty and staff may be provided if funds are available in the department or college budget. Any employee to be reimbursed for moving and relocation expenses must execute an Employment Relocation Agreement with the University before any such expenses are incurred. Prior approval must be obtained before extending an offer. The hiring unit, in consultation with their college and the Office of Human Resources, may extend relocation benefits to other appointments when it is appropriate (e.g. Post Doctoral Researchers). The employing unit and the following policy guidelines (subject to Internal Revenue Service regulations) will determine the total amount provided for relocation.

Employment Relocation Agreement

Any employee to be reimbursed for moving and relocation expenses must execute an Employment Relocation Agreement with the University before any such expenses are incurred. The agreement will specify that:

- A. The employee must remain employed on a regular full-time basis in State service for at least 1 year, commencing on the date that the employee starts work at the new location and notifies the new employee of the moving and relocation procedures and limitations.
- B. If the employee discontinues State employment before the obligated one year of service, the employee will refund to the University the net amount of moving and

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- relocation reimbursements, i.e., actual payments received by employee and any payments to third parties on the employee's behalf, plus all taxes deducted that relate to those payments. The amount to be repaid will be prorated on a monthly basis such that for each full month during which the employee remains in the employ of the department, the amount to be repaid will be reduced by one-twelfth (1/12) of the gross reimbursement.
- C. Repayment may be waived if State employment is terminated for reasons beyond the employee's control and acceptable to the University

Reimbursement Rules and Guidelines

Payments for reimbursable moving and relocation expenses and related taxes, if any, must be funded from the budget of the University department hiring the employee.

When the University provides moving and relocation reimbursement from state or local funds, the maximum dollar amount is limited to \$9,000 to include the actual costs for common carrier transportation and storage of household goods for up to 30 days. The \$9,000 limit includes all gross reimbursements, i.e., actual reimbursements paid to the employee, costs incurred when an employee chooses to move himself/herself, all payroll taxes deducted that relate to the reimbursements, and the employer's share of FICA taxes. A maximum limit is not placed on expense reimbursement or costs related to use of a common carrier for transportation and storage. However, these expenses must be reasonable and necessary in order to be approved for payment by the Vice President of Fiscal Affairs.

The Department Head, Dean, or Vice President are responsible for approving moving and relocation agreements with reimbursement amounts up to the maximum state limits described in the preceding paragraph.

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Procedures

I. Taxing Reimbursement

Reimbursement of expenses, defined as "qualified" and "non-qualified" in accordance with current IRS regulations, may be made. Reimbursement of non-qualified expenses is subject to withholding of applicable income and employment taxes. Reimbursements are reported on the annual Form W-2. Guidelines in this policy are current as of the revision date of this policy, and outline IRS rules for taxing reimbursement

II. Guidelines for Reimbursement

IRS guidelines for reimbursement require that the distance between the old home and the new place of work be at least 50 miles greater than the distance between

the old home and the old place of work. If the distance test is not met, then moving reimbursements will be reported as taxable income subject to applicable income and employment taxes.

III. Reimbursable Expenses

A. Qualified reimbursable expenses (not subject to tax withholding)

1. Commercial moving company
2. Charges for packing, crating, mailing and/or shipping household goods; and other miscellaneous packing supplies
3. Optional insurance on items such as furniture, clothing, and utensils
4. Rental truck
5. In-transit storage for up to 30 consecutive days
6. Shipment of car(s), if not used in the move
7. Travel and lodging costs for one trip (employee and family) from the old residence to the new residence, which may include:
 - a) Actual gas cost, based upon receipts or IRS current rate for personal or rental vehicles as indicated on the Relocation request Form
 - b) Lodging in transit, not to exceed \$75 per night plus tax
 - c) Airfare (coach only)
 - d) Rental car (economy only)
 - e) Tolls, taxi, limousine, or parking
 - f) Pet shipping charges

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B. Non-qualified reimbursable expenses (subject to tax withholding)

1. Travel and lodging costs incurred during additional trips from the old residence to the new residence.
2. Cost of meals at any point in the relocation process. Reimbursement will be paid in accordance with the per diem policy and procedures set forth with the Board of Regents, the State of Georgia and the State Auditors Office. Meal receipts are not required.
3. House hunting expenses (one trip, not to exceed five days) may include:
 - a) Actual gas cost, based upon receipts or IRS current rate for personal or rental vehicles
 - b) Lodging, not to exceed \$75 per night plus tax
 - c) Airfare (coach only)
 - d) Rental car (compact only)
 - e) Tolls, taxi, limousine, or parking
4. Temporary housing.

IV. Non-Reimbursable Expenses

A. Expenses not paid by the university include:

1. Storage (excluding 30 days in transit)
2. Meals and travel costs incurred by laborers
3. Expenses incurred by persons not considered to be dependents for tax purposes.
4. Costs related to immigration
5. Utility and telephone installation charges
6. Loss of security deposits
7. Real estate expenses
8. Postage costs for realty and mortgage documents
9. Personal telephone calls, tips, movies, or other entertainment
10. Extraordinary items requiring special handling (e.g., boats)
11. Bank fee for cashiers checks

V. Payment of Moving Expenses

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- A. Cash advance may be issued to the individual prior to the move. All applicable income and employment taxes will be deducted from the payment and the payment will be reported as taxable wages on the annual Form W-2. The employee should retain documentation of expenses for tax filing purposes.
- B. Payment for shipping of household goods, as provided in these guidelines, may be processed as individual reimbursements, individual cash advances, or direct payment to the carrier(s) via purchase orders.
- C. Reimbursement of qualified moving expenses may be excluded from taxable income if distance conditions are met.

VI. Payment of Expenses for Business Trips and/or House Hunting Trips

- A. House hunting expenses, such as airline costs, hotels, or auto rental agencies are paid only through the reimbursement process. This is taxable income.
- B. Reimbursement of expenses incurred during business trips, which may also include house hunting, is not taxable income. These expenses are processed in accordance with University guidelines.

Applicability

Directors
Assistant Professors & Above

Accountability

Vice President of Fiscal Affairs
Vice President of Academic Affairs
Director of Human Resources
Director of Budgets & Contracts

Contacts

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References

- Internal Revenue Service (IRS) <http://www.irs.gov/>

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- Relocation Request Form [Click Here](#)

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