



## **Moving Expenses**

### **Purpose**

This policy establishes the guidelines whereby Stephen F. Austin State University may pay moving expenses for a newly hired faculty or staff member.

### **Persons Affected**

This policy applies to newly hired faculty or staff members.

### **Policy**

The university may pay reasonable moving expenses for a newly hired faculty or staff member. However, payment of moving expenses is not an entitlement. It is an option, with terms to be agreed upon between the university and the new employee in advance. Prior approval of the vice president for finance and administration and the head of the division, as appropriate, is required.

Moving related expenses are those incurred between the employee's prior home location and his or her new home location. These expenses will be treated as taxable income to the employee. Common moving expenses include:

- transportation of household goods
- airfare or mileage
- lodging
- meals
- pre-move house hunting
- temporary housing
- short-term storage

Other moving expenses are less common, but can still be paid as taxable if approved in advance.

Departments may negotiate with the new employee to pay full or partial moving expenses. Payments must be made from non-appropriated funds, provided the funds are available in the department's budget. Moving expense payments will be treated as taxable income to the employee for the actual moving expense less applicable tax withholdings.

Payroll Services and/or Procurement and Business Services will coordinate all payments for moving expenses, and the required information must be submitted before any moving expense can be processed for payment. The taxability of moving expenses will be determined by Internal Revenue Service (IRS) guidelines. The taxable amount, whether paid directly to the vendor or reimbursed to the employee, will be included in taxable wages on the employee's Form W-2 and subject to federal income tax and FICA (social security) withholdings. Any mileage reimbursements will be paid at the IRS rate in effect for moving expenses on the date of the move unless a lower rate is negotiated by the department.



## **Procedures**

### A. Payment Methods

Moving expenses can be paid by either of two methods. Direct payment to vendor , this is the preferred method and requires an approved purchase order and invoice or a reimbursement to a new employee.

### B. Documentation

When reimbursing a new employee, receipts documenting moving expenses must be attached to the Moving Expenses Payment/Reimbursement Form and submitted to Payroll Services. Only actual documented expenses will be reimbursed.

## **Related Statues or Regulations, Rules, Policies, or Standards**

IRS Guidelines on Moving Expenses

### **Responsible Executive**

Vice President for Finance and Administration, Executive Director of Finance and Administrative Services

### **Forms**

Electronic Personnel Action Form (EPAF) (available through Self Service Banner);  
Moving Expenses Payment/Reimbursement Form (available online)

### **Revision History**

September 1, 2023 (original)