Policy ID: ADM-EMP-56 Minor Revision 6 Status: C

Title: Employee Moving Expenses
Description: Benefits information for eligible employees
Category: Human Resources
Applies to: Staff,Faculty,Department,Visitor
Contact: Employment Services

Purpose: Policy regarding moving expenses for employees.

Policy Statement: The University may pay moving or relocation expenses upon the written authorization of the President. A Moving Expense Authorization form will be used to estimate and authorize moving expenses prior to the expense occurring.

If a common carrier is used, the amount of the actual costs is allowed and is included in the total budget for relocation expenses as stated in the Employee Moving Expenses policy. If the cost of the moving service from the common carrier is less than $2,500, the employee may choose the moving agent in consultation with the hiring department.

Whether payment is made directly to the moving company or reimbursed to the employee, invoices from third-party commercial movers that exceed $2499.99 require the employee to obtain three (3) quotes from moving companies prior to the move and submit the quotes to the University as evidence that the company providing the lowest acceptable quote was selected. If the lowest quote was not accepted, the employee must provide a justification for selecting a higher quote.

If the source of funds is a sponsored program grant and/or contract, the specific language allowing payment of moving and/or relocation expenses must be cited on the Authorization form.

Reimbursement:

UCO only authorizes qualifying IRS moving expenses unless prior approval is obtained from the UCO president to offer non-qualifying reimbursement expenses. UCO directly pays all qualifying payments to third parties unless an exception is developed and approved by the president prior to the contract or agreement.

Employees are cautioned not to rely on the UCO policy or statements by UCO personnel as tax advice to the employee. IRS regulations are subject to different interpretations by different individuals and organizations; therefore, employees should obtain tax advice from tax experts of their choosing.

Glossary of Terms:

E&G Funds - Generally state appropriated and tuition funds budgeted and used for university programs.

Sponsored Programs - Sponsored research and other sponsored programs derived from external sources and not from regular educational and general budget funds generally reimbursed by the contracting or granting agency.

Moving Expenses - Expenses related to employee relocation related to employment. May be considered qualified or unqualified based on IRS guidelines. Different tax circumstances exist for each classification of expenses.

Qualifying Expenses - Non-taxable moving expenses to the employee and not subject to payroll tax withholding. Direct payments for qualifying moving expenses are not required to be reported on employee W2.

Non-Qualifying Expenses - Taxable moving expense to the employee and subject to payroll tax withholding. The taxable portion is included in Box 1 and separately in Box 14 of W2.

Legal Citation:	Oklahoma Attorney General's Opinion 1992 OK AG 10 determined that the statute that allows a state agency to pay for the moving expenses of state agency employees (74 O.S. §§ 500.51-500.55) does *not* apply to institutions of higher education which are governed by constitutionally created boards, such as the Regional University System of Oklahoma and Oklahoma State Regents for Higher Education. In compliance with this Attorney General's Opinion, UCO has established a moving expense reimbursement policy. http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=62061
Campus Links:	Moving Expenses Authorization Form
FAQs:	
Formerly known as:	

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