

Relocation and Moving Expense Policy and Procedure

Office of Disbursements



Document Name:	Relocation and Moving Expense Policy and Procedure
Responsible Administrator:	Senior Vice-President for Finance & Administration
Responsible Department:	Office of Disbursements
Approval Authority:	Director, Disbursements
Last Update:	May 4, 2011
Contact:	Director, Disbursements
Board of Regents BPM:	Section 5.37

Table Of Content

1	Relocation and Moving Expense Policy for Employees	1
1.1	Policy Background.....	1
1.2	Eligibility	2
1.3	Payment/Reimbursement Rules and Guidelines	5
1.4	Definition of Terms Used in Policy.....	12
2	Relocation and Moving Expense Procedures.....	17
2.1	Overview	17
2.2	Letter of Offer and Relocation and Moving Expense Agreement (see Sample Offer Letter)	18
2.3	Relocation Expense Authorization	18
2.4	Making Payments.....	19
2.5	Payments to Vendors.....	20
2.6	Reimbursement to Employee	21
2.7	Year-End Reporting.....	23
3	Relocation Reimbursement Related Forms	24
3.1	Relocation and Moving Expense Agreement Form	24
3.2	Employee Application for Relocation Expense Payment or Reimbursement Form	24
3.3	Relocation Expense Authorization (REA) Form (Updated – 5/04/2011)	24
3.4	Sample Offer Letter.....	24
4	Reference	25
4.1	“Quick” Reference to Policies and Procedures.....	25
4.2	“Quick” Reference to Payment Processing.....	27
4.3	Contacts in Case of Questions	29
4.4	Related Policy Reference	29

1 Relocation and Moving Expense Policy for Employees

1.1 Policy Background

IMPORTANT NOTE: The Relocation and Moving Expense Policy has been approved by the Georgia State University Administrative Council.

The purpose of this policy is to provide guidelines in accordance with Georgia State University policies, the State of Georgia code, Internal Revenue Code provisions and Internal Revenue Service (IRS) regulations for reimbursement to employees for relocation and moving expenses and payment of relocation related expenses directly to vendors. Reimbursements and direct payments must comply with state and federal regulations.

Limited relocation and moving expenses for faculty and staff may be provided if funds are available in the department or school/college/unit budget and the moving and relocation expenses do not to exceed one-twelfth of the new person's annual salary or one-ninth of the new person's academic year salary rate. For relocation and moving expenses that exceed one-twelfth of the new person's annual salary or one-ninth of the new person's academic year salary rate, approval from the Provost and Senior Vice President for Academic Affairs and the Senior Vice President for Finance and Administration is required. Payment or reimbursement of personal relocation and moving expenses for existing employees is allowable if the relocation creates an advantage for Georgia State University and has been appropriately approved. In the case of existing employees, the policies outlined by the State of Georgia Office of Planning and Budget should be followed. These policies are available at: [OPB State Policies \(http://opb.georgia.gov/00/channel_title/0.2094,161890977_163219337.00.html\)](http://opb.georgia.gov/00/channel_title/0.2094,161890977_163219337.00.html)

Individuals receiving the benefit of relocation and moving expenses should be aware of any personal income tax implications and should consult a tax professional with personal tax questions.

1.2 Eligibility

- **Written Letter of Offer**

Payment and/or reimbursement of relocation and moving expenses are allowable only when expenses are included as a formal and specific component of the original written offer of employment made to the qualified applicant (the employee) and accepted by the employee in connection with employment at the university.

Expenses for moving office and lab equipment will be paid or reimbursed by Georgia State University only if included in the Letter of Offer. *These expenses also do not fall within the scope of this policy and are separate from the dollar amount offered to the employee to support moving the personal household.*

To be eligible for relocation and moving expense reimbursement, the employee's relocation must meet the following conditions:

1. **Availability of Qualified Applicants** – The employing department must determine that the employee is the best qualified applicant available for the position.
2. **Full-time Position** – The employee must be assigned to a full-time, salaried position and must have agreed to work on a full-time basis for at least one year. For faculty appointed on an academic year basis, one year is defined as two concurrent regular academic sessions of fall and spring or spring and fall semesters equal to nine months. For all other annual faculty and employees, one year is defined as twelve months.
3. **Distance** – The distance between the employee's new work location and the former residence must be at least fifty (50) miles greater than the distance between the employee's old work location and the former residence. [IRS Publication 521](#)
4. **Time** – IRS regulations state that unless the employee works full-time at least thirty-nine (39) weeks during the first twelve (12) months after relocating, then all moving and relocation payments/reimbursements will be considered as taxable income.
5. **Number of Trips and Reimbursement** - If the employee's spouse or partner is a State employee and otherwise eligible for moving and relocation expenses through the University or other State of Georgia agency, reimbursements of any moving or relocation expenses will be paid only once to move the primary household to the new location.
6. **Relocation of a Current Employee** - Relocation for a current employee is allowable in situations where the employee is reassigned and the relocation is in the best interest of the institution. In such cases, approval of the Provost and Senior Vice President for

Academic Affairs and the Senior Vice President for Finance and Administration is required.

Reference: [OPB State Policies – Relocation](#):

http://opb.georgia.gov/00/channel_title/0,2094,161890977_163219337,00.html

- **Relocation and Moving Expense Agreement**

To be reimbursed for moving and relocation expenses, the employee must accept the Letter of Offer and execute a [Relocation and Moving Expense Agreement](#) with the University prior to incurring any expenses. *No University obligation exists, nor may any reimbursement be processed, until all parties execute the agreement.*

The Relocation and Moving Expense Agreement will be signed by the employee, department head, and Dean or Vice President.

The hiring unit may pay reasonable moving and relocation expenses not to exceed one-twelfth of the new person's annual salary or one-ninth of the new person's academic year salary rate. For relocation and moving expenses that exceed one-twelfth of the new person's annual salary or one-ninth of the new person's academic year salary rate, approval from the Provost and Senior Vice President for Academic Affairs and the Senior Vice President for Finance and Administration is required.

Relocation and moving expense budgets include amounts reimbursed to employees and the direct payment by the University to third-party moving companies.

The Relocation and Moving Expense Agreement will stipulate that:

1. The employee must remain employed on a full-time basis for at least one year (twelve months), commencing on the date that the employee starts work at the university. For faculty appointed on an academic year basis, one year is defined as two concurrent regular academic sessions of fall and spring or spring and fall semesters equal to nine (9) months of employment.

2. If the employee fails to remain employed for the obligated one year of service, the hiring department is required to immediately notify the Payroll Department so that agreed upon deductions can be processed in a timely manner against remaining payroll payments. If payroll deduction of these expenses cannot be achieved, the employee will refund to the University the gross amount of moving and relocation reimbursed directly to the employee as well as the gross amount of any payments made for the benefit of the employee to third parties. The hiring department is responsible for collecting any refund from the employee which cannot be deducted in payroll processing. Unsuccessful efforts to collect the refund from the employee after thirty (30) days will be referred to the University Accounts Receivable Collections Unit for further collection efforts including referral to an outside collection agency if necessary. Refunds collected through payroll deduction or directly from the employee will be returned to the original funding sources, including University Foundations. Failure to repay these expenses, as agreed, due to the breach of contract may result in legal action being taken against the employee to recover money. As part of this agreement, the employee agrees to pay all collection costs including attorney fees and other charges necessary for the collection of any amount still due to the university.
3. Repayment of relocation and moving expenses by employees who do not remain employed for a full year, may be pro-rated or waived if the University employment is terminated for reasons beyond the employee's control and found acceptable to the university. Any such waiver must be approved in writing by the employee's Dean or Vice President and in the case of relocation and moving expenses that exceed one-twelfth of the new person's annual salary or one-ninth of the new person's academic year salary rate, approval from the Provost and Senior Vice President for Academic Affairs and the Senior Vice President for Finance and Administration is required. Should the repayment be pro-rated, failure to repay the pro-rated amount may result in legal action being taken against the employee to recover money. As part of the agreement, the employee agrees to pay all the collection costs including attorney fees and other charges necessary for the collection of any amount still due to the university.
4. The IRS requires employees to work full time for at least thirty-nine (39) weeks during the first twelve (12) months after relocating in order to claim appropriate

payments/reimbursements as non-taxable. Failure to meet this rule results in the reporting all relocation payments/reimbursements as taxable income.

1.3 Payment/Reimbursement Rules and Guidelines

In general, relocation and moving expenses will be paid on a reimbursement basis. Invoices from third-party commercial movers that do not exceed \$4,999.99 may be paid directly to the moving company by the University. Invoices from third-party commercial movers that exceed \$4,999.99 may be paid directly to the moving company by the University, however, the employee must also 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.

Reimbursements are limited to actual costs incurred up to the amounts agreed to by the department and the employee within the limits outlined in this policy. Reimbursements through other processes, such as petty cash or purchasing cards (P Cards), or direct payments to hotels, airlines, restaurants, car rental companies, or other vendors on behalf of employee which are processed outside of this policy and associated procedures are not allowed. To be eligible for reimbursement, expenditures must be reasonable, necessary, and incurred after the employee executes a [Relocation and Moving Expense Agreement](#) (see section 1.2 above). **In accordance with IRS guidelines, receipts must be submitted for reimbursement within sixty (60) days after expenses are incurred or paid to be considered as qualified, non-taxable moving expenses. Expenses submitted for reimbursement after sixty (60) days will be considered taxable income.** All relocation and moving expense documentation is open for public examination. University employees and management should take necessary steps to ensure that all reimbursements and payments are thoroughly documented and reviewed.

- **Expense Documentation / Receipts**

Original documents must be submitted as support for expenses. Photocopies of invoices are not acceptable unless the original document was lost and a signed memorandum is attached to the payment request giving full explanation of the circumstances. Credit card statements or record of charge slips may be used as supporting documentation but may not serve as the primary document or receipt. A receipt is defined as a written acknowledgment that a specified remittance, article or delivery has been made. At a minimum, the name of the payee, date, details of the purchase and amount should appear on the receipt. Receipts should be submitted for all expenses with the exception of meals. Receipts for meals are not required; however, times of departure (for the day of departure) and return (for the day of return) should be noted to substantiate meals

eligible for payment of per diem. See section IV, definition of adequate documentation for additional details regarding meal reimbursements.

- **Funding**

In general, most sources of funding available to departments can be used to pay relocation expenses. There are certain **notable restrictions** which should be considered:

1. When using GSU restricted accounts funded by one of the University Foundations, the underlying fund agreement must specifically allow for payment of relocation expenses.
2. Grant funding may be utilized only if allowed under the terms of the award or contract. Grants may include limitations on amounts for relocation expenses or may have limits on payment of certain types of relocation expenses. Any relocation expense charged to a grant account must meet the requirements of the grant and or the requirements of the funding agency or sponsor.
3. Conference and workshop accounts, agency accounts, and student activity fee or technology fee accounts should not be utilized to pay relocation expenses.
4. Departmental Sales and Service accounts should only be utilized in those situations where the employee's work is directly associated with the sales or service operation and when the expense can be supported by the budget of the operation.

- **Qualified and Nonqualified Expenses**

1. Requests for direct payments to vendors and reimbursements to employees (both taxable and non-taxable) will be submitted to the Office of Disbursements.
2. Payments will be made in accordance with the Internal Revenue Code and Internal Revenue Service Regulations.
3. Relocation and moving expenses **excluded from taxable income** ("qualified expenses") are defined as the reasonable cost of:
 - Moving household goods and personal effects from the former primary residence to the new residence (including the common carrier), and
 - Traveling (including lodging but not meals during the period of travel) from the former primary residence to the new place of residence. (Reimbursement for in-transit meals is subject to tax withholding and reporting).

Expenditures to be reimbursed must be reasonable and necessary. According to the IRS guidelines, to be considered as "qualified" and non-taxable, relocation and moving expenses must also be incurred within twelve (12) months following the date the employee reports to work at the new location. Employees must execute the Relocation and Moving Expense

Agreement **prior** to incurring any charges for payment or reimbursement. Georgia State University has an “Accountable Plan” under IRS guidelines (see Definitions) and therefore requires employees to adequately account for their expenses within sixty (60) days after they were paid or incurred. The total dollar limit for gross reimbursements made directly to the employee for all expenses, reimbursements and direct payments to third parties, may not exceed the amount stated in the Relocation and Moving Expense Agreement. Gross reimbursements (i.e. actual reimbursements received by the employee or paid to third parties on behalf of the employee) include any taxes withheld on these reimbursements.

Payment of relocation and moving expenses includes the following allowable expense categories. To demonstrate the tax implications of relocation and moving expenses to the employee, these categories are separated into “qualified” and “nonqualified” expenses in accordance with IRS definitions.

Qualified Expenses (not subject to tax withholding):

- **Commercial moving company**
- **Packing/crating/mailling/shipping household goods**
 - Miscellaneous packing supplies that do not become the personal property of the employee, i.e. padlocks or tools will not be reimbursed
- **Optional insurance** on items such as furniture, clothing and utensils
- **Rental truck**
- **In-transit storage** for up to 30 consecutive days
- **Shipment of car(s)**, if not used in move
- **Travel and lodging costs** for one trip per person (employee and household members) from the old residence to the new residence, which may include:
 - Mileage for moving per IRS limitations
 - Lodging in transit (GSU will reimburse in accordance with the State Travel Regulations)
 - Airfare (coach only)
 - Rental car (appropriate measures should be taken to obtain best value)
 - Tolls, taxi, shuttle service, or parking

Payment or reimbursement of all other relocation and moving expenses allowable under this policy but not classified as qualified expenses (see above) will have appropriate taxes withheld ("nonqualified expenses").

Nonqualified Expenses (subject to tax withholding and reporting):

- **Travel and lodging costs** incurred during additional trips from the old residence to the new residence
- **Cost of meals** at any point in the relocation process (GSU will reimburse in accordance with the State Travel Regulations)
- **Mileage** in excess of IRS limitations
- **House Hunting expenses** (may include multiple trips, however, total combined days may not exceed five (5) days), may include:
 - Mileage per IRS guidelines
 - Lodging (GSU will reimburse in accordance with the State Travel Regulations)
 - Airfare (coach only)
 - Rental car (appropriate measures should be taken to obtain best value)
 - Tolls, taxi, shuttle service, or parking
- **Storage** in excess of thirty (30) days but not to exceed six (6) months
- **Temporary quarters** (GSU will reimburse for temporary quarters up to a maximum of six (6) consecutive months)

Actual or "Final Move" to New Job Location:

Travel relating to relocation is eligible for reimbursement for only the trip to bring the employee (and household members if applicable) to the new residence. The cost of traveling from the former home to the new home should be by the shortest, most direct route available by conventional transportation. Household members are not required to travel together or at the same time. When the employee and household are traveling to the new home, expenses for in-transit meals and lodging will be reimbursed. Limits on lodging rates imposed by State Travel Regulations and University travel policy are applicable to meal and hotel expenses during travel. Reimbursement for in-transit meals is subject to tax withholding and reporting. Reimbursement for in-transit lodging is not subject to tax

withholding. Transportation expenses also include parking, tolls, and mileage at the rate stipulated by current IRS rules.

Transportation and Storage of Household Goods and Personal Effects:

Common Carrier Moves: The actual costs paid for common carrier transportation of the employee's household goods and personal effects from the former principal residence to the new residence at the new work location are reimbursable and are not subject to tax withholding. 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 Relocation and Moving Expense Agreement. If the cost of the moving service from the common carrier is *less than \$5,000*, the employee may choose the moving agent in consultation with the hiring department. Invoices from third-party commercial movers that *exceed \$4,999.99* may be paid directly to the moving company by the University, however, the employee must also 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.

Self-Moves: If the employee chooses to move himself/herself, the maximum of actual costs allowed for reimbursement must be included in the Relocation and Moving Expense Agreement. These expenses are paid on a reimbursement-basis only from the employee's original receipts. The following actual costs are reimbursable, within the total limitation, with appropriate documentation:

1. **Moving vehicle rental.** Costs of renting a moving van, truck, trailer, hand truck or other appropriate moving equipment, vehicles and supplies are reimbursable. Purchase of such a vehicle or equipment is not reimbursable. The purchase of moving supplies, such as packing paper, boxes, or cartons may be reimbursed with appropriate receipts; however, items purchased that become personal property i.e. padlocks, trailer hitch receivers, dollies, etc. are not reimbursable. Gas used by the rental truck during the move is reimbursable with proper receipts.
2. **Labor used during move.** Reimbursement is limited to a reasonable hourly wage with the maximum total of \$500. Labor provided by the employee or the employee's immediate family member(s) is not reimbursable. A receipt from the business employed to provide labor, with signature and tax identification number, and amount paid must be attached to the reimbursement request.
3. **Mileage.** If a personally owned or borrowed moving vehicle is used in the move, reimbursement is allowed at the standard mileage rate for moving expenses as specified in the current IRS regulations. Reimbursement will not be allowed to

cover the “rental value” of the personally owned vehicle. A car or truck with a trailer in tow will also be reimbursed at the mileage rate specified for moving expenses in the current IRS regulations.

4. **Tolls.** Tolls paid during the move are reimbursable provided the name of the facility (road, bridge, tunnel, etc.) is provided on the receipt.
5. **Storage.** The expense of storing household goods and personal effects for a maximum of six (6) consecutive months is reimbursable if the employee is unable to move directly into the new residence. This amount is includable in the Relocation and Moving Expense Agreement limitation. The first thirty (30) days of storage is a qualified expense (not subject to tax withholding); however, reimbursement for storage beyond the first thirty (30) days is a nonqualified expense and taxes will be appropriately withheld.

- **Unallowable Relocation Expenses**

Payment or reimbursement of any relocation or moving expense not expressly outlined in this document must have prior approval by the department head, dean or vice-president, Provost, Senior VP for Academic Affairs, and the senior vice-president for Finance and Administration and must be included in the Relocation and Moving Expense Agreement signed by all parties. Payment of any relocation or moving expense not expressly outlined in this document, which are approved for payment, will be treated as “nonqualified” expenses and may require limitations on funding sources. Payments for relocation and moving expenses should not exceed the amount agreed upon in the written Letter of Offer and Relocation and Moving Expense Agreement.

- **Interview Expenses**

Interview expenses, unlike house hunting costs, occur prior to an accepted offer and do not fall within the scope of this policy. Job applicant travel does not include pre-move or house-hunting trips once an employment offer has been extended to the candidate. If travel is provided to the candidate between the time an offer has been made and the time the offer has been officially accepted, those travel expenditures cannot be made from a University account; however, departments can request expenses be paid directly from a University affiliated Foundation if funds are available and approved by the affiliate. Once the offer has been accepted by the candidate, payment for travel expenses that are not business related (i.e. pre-move or house hunting trips) must follow procedures as outlined in this policy.

- **Expenses for Moving Office and Lab Equipment**

Expenses for moving office and lab equipment will be paid or reimbursed by the Georgia State University only if included in the Letter of Offer. These expenses also do not fall within the scope of this policy and are separate from the dollar amount offered to the employee to support moving the personal household.

▪ **Employee Responsibilities**

All expenses submitted for reimbursement must be actual, reasonable, necessary and within policy guidelines. Each employee eligible for moving and relocation reimbursement is responsible for:

- Assisting the department in completing the [Relocation and Moving Expense Agreement](#)
- Obtaining and submitting original receipts necessary to support all claims for reimbursement within sixty (60) days after paid or incurred;
- Submitting claims for expenses that were incurred **after** execution of the Relocation and Moving Expense Agreement but in no case later than twelve (12) months following the first date of employment at Georgia State University, unless the employee can show that circumstances existed to prevent moving within that time period;
- Completing the [Employee Application for Relocation Expense Payment or Reimbursement Form](#)
- Adhering to the stipulations outlined in the Relocation and Moving Expense Agreement

▪ **University Responsibilities**

Hiring department – Relocation and moving expenses and payment protocol, in accordance with this policy, must be discussed and finalized with the employee during the hiring process.

- Departments shall provide the employee with the written offer letter (which includes an amount for relocation expenses). The hiring official(s) should provide the employee with a copy of the University's policy on relocation and moving expenses as it outlines the tax implications of these expenses. The University cannot determine the specific impact of taxable payments/reimbursements on the employee's tax liabilities. Employees should consult with their personal tax advisor as necessary.
- Departments will assist in the execution of the Relocation and Moving Expense Agreement for Employees.
- Departments will determine the budget and funding sources for the expenses and complete the [Relocation Expense Authorization \(REA\) Form](#)

- Department representatives will enter a Purchase Order (PO) to encumber funds, when necessary.
- Departments will work with the employee to complete moving arrangements. If moves using a commercial carrier will be in excess of \$4,999, departments will work with the Procurement department to utilize an existing contract with a third-party commercial moving company for the transportation of household goods and personal effects. If none of the existing contracts can provide the needed service, the department will work with Procurement to contract with an appropriate commercial carrier.
- Departments will assist the employee with submission of the Employee Application for Relocation Expense Payment or Reimbursement Form required to be attached to requests for payment (invoices) to a 3rd party, or to a request for reimbursement to the employee. Original receipts and supporting documents are required.

Disbursements – All Relocation and Moving Expense documentation and forms, along with requests for payment will be submitted to the Office of Disbursements. The Disbursements Unit, in consultation with the Payroll Department, has ultimate authority to determine taxability of reimbursements for withholding purposes, and the responsibility to insure that taxable (“nonqualified”) and non-taxable (“qualified”) payments receive appropriate processing and are reported correctly on the employee’s W-2 form.

- Ensure submission of complete documentation.
- Review payments requested based on the policy and applicable tax regulation.
- Process payment.
- Notify Employee of taxability of relocation and moving expense reimbursements.
- Report taxability of relocation and moving expense reimbursement to Payroll to be included on the W-2.

1.4 Definition of Terms Used in Policy

The following definitions are used in the Georgia State University Relocation and Moving Expenses Policy for Employees:

Accountable Plan: Under IRS guidelines, an Accountable Plan is one in which an employer's reimbursement policy meets the following criteria:

1. Expenses paid or incurred must have a business connection
2. Employees must adequately account for expenses within a reasonable period of time (sixty (60) days) after they were paid or incurred
3. Any excess reimbursement or allowance must be returned within a reasonable period of time

Adequate Documentation: Examples of specific documentation requirements are listed below. Proof of payment is also part of the required documentation unless payment was made to the vendor directly from the University. Original documents are required.

1. **Household moves completed by a 3rd party moving company** – bill of lading; detailed invoice or receipt;
2. **Moving vehicle rental** – vehicle rental agreement and receipt;
3. **Labor during the move** - receipt from the business engaged to provide labor, with signature and tax identification number and amount paid; limited to a reasonable hourly wage with the maximum total payment of \$500 per move; labor provided by the employee or the employee's immediate family member(s) is not reimbursable;
4. **Airplane tickets** – airline ticket "receipt" coupon and/or equivalent printed receipt for e-tickets;
5. **Lodging** – itemized hotel bill;
6. **Auto rental** – auto rental agreement;
7. **Auto mileage** – actual mileage as recorded by the odometer or mileage can be obtained from the MapQuest internet web site (<http://www.mapquest.com>);
8. **Auto fuel and oil** – original receipts for fuel and/or oil. Fuel and oil expenses are not reimbursable if the employee is claiming reimbursement for mileage;
9. **Storage & shipping** – original itemized receipt or bill;
10. **Utility connect & disconnect** – original receipt or bill;
11. **Meals** – cost of meals at any point in the relocation process will be reimbursed in accordance with the State Travel Regulations. Receipts for meals are not required; however, times of departure (for the day of departure) and return (for the day of return) should be noted on the request for payment to substantiate meals eligible for payment of

per diem. Per the U.S. General Services Administration (GSA) which establishes the federal per diem rates, each family member is entitled to a different percentage of the applicable per diem rate on the days they are eligible.

- Employee - 100% of rate;
- Spouse - 75% of rate (100% if traveling separately from spouse);
- Children over 12 - 75% of rate;
- Children under 12 - 50% of rate

*Any unusual items or special circumstances causing a policy deviation should be fully explained on an attached, signed memorandum and properly approved by the department. Detailed receipts showing items purchased may be submitted in lieu of per diem amounts. Purchases of alcoholic beverages **are not allowed** on institutional funds and will not be approved for payment;*

House Hunting: (Pre-Move house hunting) Any trip made for the purpose of securing residence in the new location with the exception of the final move.

Temporary Living: original hotel bill or short-term lease agreement for temporary lodging; brief explanation stating the purpose for temporary living.

Household: Includes any members of the employee's household or dependents residing in the household and/or moving to the new location.

Household Goods: Personal property which may be transported legally in interstate commerce and which belongs to an employee and his immediate family at the time shipment begins. The term includes household furnishings, equipment and appliances, furniture, clothing, books, and similar property. It does not include property which is for resale or disposal rather than for use by the employee or members of his immediate family; nor does it include property intended for use in conducting a business or any other commercial enterprise.

Letter of Offer: A written agreement documenting the terms and conditions of employment between the new employee and the University and including the amount allocated for relocation and moving expenses. [Sample Offer Letter](#) is provided here.

Moving: Actions taken to change a place of primary or permanent residence.

Moving Advances: Cash advances to the employee for paying moving or relocation expenses. **Cash advances are not allowed under Georgia State University's Relocation and Moving Expense Policy for Employees.**

Moving Expenses: Expenditures for transporting the employee, members of employee's household, household goods and personal effects from the former residence to the new residence.

Nonqualified Moving Expenses: Mileage in excess of the standard IRS rate per mile for moving expenses, meals consumed while moving or living in temporary quarters, and house-hunting trips. These expenses will be reimbursed to the employee according to the limits in the signed Relocation and Moving Expense Agreement, but have personal tax consequences for the employee. Reimbursement of non-qualified expenses is subject to withholding of applicable income and employment taxes and these reimbursements will be reported on the employee's annual Form W-2 as income.

Non-Reimbursable Moving Expenses: Expenses not specified in the Georgia State University Relocation Expense Policy for Employees. Non-reimbursable expenses may be paid with funds provided by a University Foundation account and not by University accounts.

Personal Residence: A house, condominium, townhouse or rental property (e.g. apartment, flat) where the employee's primary household is maintained on a permanent basis.

Primary Household: Household goods and personal effects, which are maintained at the employee's main place of residence.

Qualified Moving Expenses: Expenses associated with packing, loading, hauling, insuring or temporarily storing property (no more than 30 days), unpacking, transportation and lodging during the move (excludes meals), and mileage at the standard IRS rate for moving expenses (see www.irs.gov).

Relocation: The process of assigning, establishing, and/or settling in a particular place for employment purposes.

Relocation Expenses: Expenditures other than moving expenses incurred in the process of relocating the employee and household.

Relocation and Moving Expense Agreement: An agreement to repay moving and relocation expenses if the employee remains in the employment of the University from the first day in the new position until twelve (12) months thereafter. The agreement should be made at the time of offering the position and then signed **prior** to an employee incurring expenses. [Relocation and Moving Expense Agreement Form](#) is provided here.

Relocation Expense Authorization (REA): A form to be completed by the hiring department prior to making an official offer to pay relocation and moving expenses documenting the account number and approval of each funding source to be used for moving and relocation expenses. [Relocation Expense Authorization Form \(REA\)](#) (Last Updated 5/04/2011) is provided here.

Temporary Quarters: Lodging or housing in which the employee lives until a permanent residence is secured. Temporary quarters can consist of any type of lodging including hotels, motels, apartments or single-family dwellings. Per IRS guidelines, these expenses are classified as nonqualified, taxable moving expenses.

Employee Application for Relocation Expense Payment or Reimbursement: A Form to be completed by the employee to provide important details about the move. This [form](#) is provided here.

2 Relocation and Moving Expense Procedures

2.1 Overview

This document is designed to provide guidance for situations where a department has received approval(s) to pay relocation and moving expenses. The approvals are documented on the Relocation Expense Authorization Form (form documents funding sources for the payment/s), agreed upon in the Relocation and Moving Expense Agreement, and included with the Official Offer of Employment letter for a newly hired employee. Payment of relocation and moving expenses for an existing employee of Georgia State University requires completion of the Relocation and Expense Authorization form and the Relocation and Moving Expense Agreement.

Payments made to or on behalf of Foreign Nationals shall be in compliance with all applicable federal laws and all relevant visa restrictions and may require additional procedures. For further information regarding Foreign Nationals, please contact the Tax Accountant in the Office of Disbursements, finisi@langate.gsu.

Payments made to reimburse the employee for relocation and moving expenses can either be taxable or non-taxable to the employee. This tax determination is made based solely on the Internal Revenue Service (IRS) regulations. [IRS Publication 521](#) contains the regulations that will be used to determine taxability. Reimbursements will be included on the employee's W-2.

The University cannot determine the specific impact of taxable payments/reimbursements on the employee's tax liability. Employees should consult with their personal tax advisor as necessary.

Payments can be made directly to a moving company, or the employee can be reimbursed for expenditures.

Reimbursements through other processes, such as petty cash or purchasing cards (PCards), or direct payments to hotels, airlines, restaurants, car rental companies, or other vendors on behalf of employee which are processed outside of this policy and associated procedures are not allowed.

2.2. Letter of Offer and Relocation and Moving Expense Agreement (see [Sample Offer Letter](#))

- The hiring official(s) will execute a Letter of Offer and a [Relocation and Moving Expense Agreement](#) with the employee. The Relocation and Moving Expense Agreement will be signed by the employee, department head, and Dean or Vice President. For relocation and moving expenses that exceed one-twelfth of the new person's annual salary or one-ninth of the new person's academic year salary rate, approval from the Provost, Senior Vice President for Academic Affairs, and the Senior Vice President for Finance and Administration is also required.
 - The hiring official(s) should provide the employee with a copy of the University's policy on relocation and moving expenses as it outlines the tax implications of these expenses. The University cannot determine the specific impact of taxable payments/reimbursements on the employee's tax liabilities. Employees should consult with their personal tax advisor as necessary.

2.3. [Relocation Expense Authorization](#)

- The hiring official(s) will determine which funding sources are available and will secure the appropriate approvals for each source before the official offer to pay Relocation and Moving Expenses. The [Relocation Expense Authorization \(REA\)](#) form collects the account number and approval of each funding source.
 1. Departmental funds must be approved by department head with budgetary responsibility for the State Account;

2. GSU Foundation funds must be approved by the appropriate Dean or Vice-President as required by the respective fund agreement and then sent to the Foundation for approval;
 3. GSU Research Foundation funds must be approved by the Vice President for Research;
 4. Grant funds must be approved by the project's Principal Investigator (PI), the department head, and the Research Financial Services Office.
- Departments will work with the employee to complete moving arrangements. If moves using a commercial carrier will be in excess of \$4,999, departments will work with the Procurement department to utilize an existing contract with a third-party commercial moving company for the transportation of household goods and personal effects. If none of the existing contracts can provide the needed service, the department will work with Procurement to contract with an appropriate commercial carrier.

2.4. Making Payments

The IRS has two general requirements for expenditures:

- Moving expenses must be incurred within one year from the date the employee first reported to work; and
- Moving expenses must be submitted to the employer for payment or reimbursement within sixty (60) days after they were incurred.
- **Note: Expenses for moving office and lab equipment will be paid or reimbursed by Georgia State University only if included in the Letter of Offer.** These expenses do not fall within the scope of this policy and are separate from the dollar amount offered to the employee to support moving the personal household.

2.5. Payments to Vendors

Employees may elect to have vendors (generally moving companies) perform their services and submit their invoice directly to the university. The invoice should be sent directly to the Department where the employee works.

- **Expenses for moving office and lab equipment will be paid or reimbursed by Georgia State University only if included in the Letter of Offer.** *These expenses do not fall within the scope of this policy and are separate from the dollar amount offered to the employee to support moving the personal household.*
- **Reimbursements through other processes, such as petty cash or purchasing cards (PCards), or direct payments to hotels, airlines, restaurants, car rental companies, or other vendors on behalf of employee which are processed outside of this policy and associated procedures are not allowed.**

Departments should submit the following documentation to Disbursements for review (Items must be stapled together and included in one payment “packet”):

Payment to 3rd Party for Relocation / Moving Expenses (payment on behalf of the employee)	
<u>Without Purchase Order</u> (Expenditure less than \$5,000) (Expenses must be processed in the same fiscal year as approved, or PO may be required).	<ol style="list-style-type: none">1. Vendor’s Invoice (See Section 1.4 Adequate Documentation)2. Copy of Offer Letter3. Copy of Completed Relocation and Moving Expense Agreement4. Copy of Employee Application for Relocation Expense Payment or Reimbursement.5. Completed Relocation Expense Authorization Form (REA).
<u>With Purchase Order</u> (PO) (Expenditure \$5,000 or	<ol style="list-style-type: none">1. Vendor’s Invoice Indicated<ul style="list-style-type: none">• PO # listed on Invoice<ul style="list-style-type: none">○ See Section 1.4 Adequate Documentation

<p>More)</p> <p>PO Voucher must be entered by Disbursements.</p>	<p>2. Copy of Offer Letter</p> <p>3. Copy of Completed Relocation and Moving Expense Agreement</p> <p>4. Copy of Employee Application for Relocation Expense Payment or Reimbursement.</p> <p>5. Completed Relocation Expense Authorization Form (REA).</p>
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1. The vendor must submit the invoice to the employee's home department
2. The department will review and approve the invoice, and attach the invoice to the payment packet.
3. Disbursements will process the invoice for payment.

2.6. Reimbursement to Employee

Employees may pay expenses directly and apply for reimbursement.

Departments should submit the following documentation to Disbursements for review (Items must be stapled together and included in one payment "packet"):

Payment to an <u>Employee</u> for Relocation or Moving Expenses	
<p><u>Without Purchase Order</u> (Expenditure less than \$5,000)</p> <p>(Expenses must be processed in the same fiscal year as approved, or PO may be required).</p>	<p>1. Payment Request Form (Description should identify Relocation/ Moving Expense, Specific Trip, Dates)</p> <p style="padding-left: 40px;">a. Attach Memo to specify detail of payment requested.</p> <p style="padding-left: 40px;">b. Attach Original Receipts (Tape receipts to a large piece of paper. Include listing of receipts and the total calculation). (See Section 1.4-Meals)</p> <p>2. Copy of Offer Letter (Expenses must be included as a formal and specific component of the original written</p>

	<p>offer)</p> <ol style="list-style-type: none"> 3. Completed Relocation and Moving Expense Agreement 4. Completed Employee Application for Relocation Expense Payment or Reimbursement Form 5. Completed Relocation Expense Authorization Form (REA).
<p><u>With Purchase Order</u> (PO) (Expenditure \$5,000 or More)</p> <p>PO Voucher must be entered by Disbursements.</p>	<ol style="list-style-type: none"> 1. Memo to specify detail of payment requested. (Replaces Payment Request Form for PO Payment). Memo must state: <ol style="list-style-type: none"> a. Name of Employee (Payee) b. Specific Purpose for payment c. Amount of Payment <p>Note: Attach Original Receipts (Tape receipts to a large piece of paper. Include listing of receipts and the total calculation). (See Section 1.4-Meals)</p> 2. Copy of Offer Letter (Expenses must be included as a formal and specific component of the original written offer) 3. Completed Relocation and Moving Expense Agreement 4. Completed Employee Application for Relocation Expense Payment or Reimbursement Form 5. Completed Relocation Expense Authorization Form (REA)

1. Disbursements will review for completeness and determination of the tax status of the reimbursement.
2. Disbursements will process the Payment Request.

3. Disbursements will provide the employee with a report of the cumulative taxable and non-taxable impact for each payment.
4. Disbursements will report payments to employees to Payroll for reporting on the W-2.

2.7. Year-End Reporting

All reimbursements will be added to the respective employee's W-2 in January for the previous calendar year.

Reimbursement of nonqualified expenses will require the payment of respective federal and state income taxes.

The IRS allows institutions to have a reasonable cut-off for reporting taxable expense reimbursements. Generally, Georgia State University uses a cut-off date of **October 31** to report reimbursement of relocation and moving expenses on the employee's W-2 form.

Reimbursements for expenses occur after that cut-off date (November and December) would then be included on next year's W-2; thus, a move that was completed in one calendar year may possibly have relocation and moving expenses reported in two different calendar years. An employee would then also receive two tax summary reports.

**** Important Note - The Office of Disbursements, in conjunction with the Payroll Office, will make every effort to include relocation and moving expenses on the employee's W-2 which corresponds with the calendar year in which the reimbursement was processed.***

3 Relocation Reimbursement Related Forms

3.1 Relocation and Moving Expense Agreement Form

Relocation and Moving Expense Agreement Form:

<http://www2.gsu.edu/~wwwspc/Forms/RelocationExpenseAgreement.pdf>

3.2 Employee Application for Relocation Expense Payment or Reimbursement Form

Employee Application for Relocation Expense Payment or Reimbursement Form:

<http://www2.gsu.edu/~wwwspc/Forms/RelocationExpenseReimbursementApplication.xls>

3.3 Relocation Expense Authorization (REA) Form (Updated – 5/04/2011)

Relocation Expense Authorization (REA) Form:

<http://www2.gsu.edu/~wwwspc/Forms/RelocationExpenseAuthorization.xls>

3.4 Sample Offer Letter

Sample Offer Letter:

<http://www2.gsu.edu/~wwwspc/Forms/SampleOfferLetter.pdf>

4 Reference

4.1 “Quick” Reference to Policies and Procedures

- Limited relocation and moving expenses for faculty and staff may be provided if funds are available in the department or school/college/unit budget and the moving and relocation expenses do not to exceed one-twelfth of the new person’s annual salary or one-ninth of the new person’s academic year salary rate. (1.1)
 - **Expenses for moving office and lab equipment will be paid or reimbursed by Georgia State University only if included in the Letter of Offer.** *These expenses also do not fall within the scope of this policy and are separate from the dollar amount offered to the employee to support moving the personal household.*
- Requirements (1.2):
 - **A. Relocation Expense Authorization (REA):** (to be completed by the hiring department **prior to making an official offer to pay relocation and moving expenses**, documenting the account number and approval of each funding source for moving and relocation expenses.
 - Funding: There are certain notable restrictions which should be considered. (1.3)
 - **B. Written Letter of Offer**
 - relocation and moving expense is allowable only when expenses are included as a formal and specific component of the original written offer
 - **C. Relocation and Moving Expense Agreement** - An agreement to repay moving and relocation expenses if the employee remains in the employment of the University from the first day in the new position until twelve (12) months thereafter. The agreement should be made at the time of offering the position and then signed **prior** to an employee incurring expenses.
 - Form must be signed by Employee, Department Head, and Dean or VP
 - **D. Employee Application for Relocation Expense Payment or Reimbursement Form**

- In general, relocation and moving expenses will be paid on a reimbursement basis. (1.3)
- Invoices from third-party commercial movers that do not exceed \$4,999.99 may be paid directly to the moving company by the University. Invoices from third-party commercial movers that **exceed \$4,999.99** may be paid directly to the moving company by the University, however, **the employee must also 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. (1.3) If moves using a commercial carrier will be in excess of \$4,999, departments will work with the Procurement department to utilize an existing contract with a third-party commercial moving company for the transportation of household goods and personal effects. If none of the existing contracts can provide the needed service, the department will work with Procurement to contract with an appropriate commercial carrier.
- Original documents and receipts must be submitted as support for expenses. (1.3)

(Also See Section 1.4 - Adequate Documentation)

- ***Reimbursements through other processes***, such as petty cash or purchasing cards (P Cards), or direct payments to hotels, airlines, restaurants, car rental companies, or other vendors on behalf of employee ***which are processed outside of this policy and associated procedures are not allowed.*** (1.3)
- Tax Reporting – All relocation and moving expense payments made directly to the employee will be reported on the W-2 as either taxable or non-taxable. (1.3)
 - Tax determination is made based solely on the Internal Revenue Service (IRS) regulations. [IRS Publication 521](#) contains the regulations that will be used to determine taxability
 - Receipts must be submitted for reimbursement within sixty (60) days after expenses are incurred or paid to be considered as qualified, non-taxable moving expenses. Expenses submitted for reimbursement after sixty (60) days will be considered taxable income.
 - The Disbursements Department, in consultation with the Payroll Department has ultimate authority to determine taxability of reimbursements for withholding purposes, and the responsibility to insure that taxable (“nonqualified”) and non-taxable (“qualified”) payments receive appropriate processing and are reported correctly on the employee’s W-2 form. See Section 1.3

- Qualified Expenses (not subject to tax withholding)
- Nonqualified Expenses (subject to tax withholding)

4.2 “Quick” Reference to Payment Processing

Note: Expenses for moving office and lab equipment will be paid or reimbursed by the Georgia State University only if included in the Letter of Offer. These expenses also do not fall within the scope of this policy and are separate from the dollar amount offered to the employee to support moving the personal household.

For Payment to 3rd Party for Relocation or Moving Expenses, the Office of Disbursements must receive (Items must be stapled together and included in one payment “packet”):

Payment to 3 rd Party for Relocation / Moving Expenses (payment on behalf of the employee)	
<u>Without Purchase Order</u> (Expenditure less than \$5,000) (Expenses must be processed in the same fiscal year as approved, or PO may be required).	<ol style="list-style-type: none"> 1. Vendor’s Invoice (See Section 1.4 Adequate Documentation) 2. Copy of Offer Letter 3. Copy of Completed Relocation and Moving Expense Agreement 4. Copy of Employee Application for Relocation Expense Payment or Reimbursement. 5. Completed Relocation Expense Authorization Form (REA).
<u>With Purchase Order</u> (PO) (Expenditure \$5,000 or More) PO Vouchers must be entered by	<ol style="list-style-type: none"> 1. Vendor’s Invoice Indicated <ul style="list-style-type: none"> • PO # listed on Invoice <ul style="list-style-type: none"> ○ See Section 1.4 Adequate Documentation 2. Copy of Offer Letter 3. Copy of Completed Relocation and Moving Expense Agreement

Disbursements.	<p>4. Copy of Employee Application for Relocation Expense Payment or Reimbursement.</p> <p>5. Completed Relocation Expense Authorization Form (REA).</p>
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For **Payment to an employee for Relocation or Moving Expenses**, the Office of Disbursements must receive (Items must be stapled together and included in one payment “packet”):

Payment to an <u>Employee</u> for Relocation or Moving Expenses	
<p><u>Without Purchase Order</u> (Expenditure less than \$5,000)</p> <p>(Expenses must be processed in the same fiscal year as approved, or PO may be required).</p>	<ol style="list-style-type: none"> 1. Payment Request Form (Description should identify Relocation/ Moving Expense, Specific Trip, Dates) <ol style="list-style-type: none"> a. Attach Memo to specify detail of payment requested. b. Attach Original Receipts (Tape receipts to a large piece of paper. Include listing of receipts and the total calculation). (See Section 1.4-Meals) 2. Copy of Offer Letter (Expenses must be included as a formal and specific component of the original written offer) 3. Completed Relocation and Moving Expense Agreement 4. Completed Employee Application for Relocation Expense Payment or Reimbursement Form 5. Completed Relocation Expense Authorization Form (REA).
<p><u>With Purchase Order</u> (PO) (Expenditure \$5,000 or</p>	<ol style="list-style-type: none"> 1. Memo to specify detail of payment requested. (Replaces Payment Request Form for PO Payment). Memo must state:

<p style="text-align: center;">More)</p> <p style="text-align: center;">PO Vouchers must be entered by Disbursements.</p>	<ol style="list-style-type: none"> a. Name of Employee (Payee) b. Specific Purpose for payment c. Amount of Payment <p>Note: Attach Original Receipts (Tape receipts to a large piece of paper. Include listing of receipts and the total calculation). (See Section 1.4-Meals)</p> <ol style="list-style-type: none"> 2. Copy of Offer Letter (Expenses must be included as a formal and specific component of the original written offer) 3. Completed <u>Relocation and Moving Expense Agreement</u> 4. Completed <u>Employee Application for Relocation Expense Payment or Reimbursement</u> Form 5. Completed <u>Relocation Expense Authorization Form (REA)</u>
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4.3 Contacts in Case of Questions

Contact:

- Ivan Ivanov, Tax Accountant, 404.413.3056, finisi@langate.gsu.edu
- Or
- Jean Pearson, Director, 404.413.3044 , finjmp@langate.gsu.edu

4.4 Related Policy Reference

- [Travel Policy](#)
- [IRS Publication 521](#)
- [OPB State Policies - Relocation](#)