

New Employee Moving Expense Reimbursement – Policy & Procedure

The University allows for limited funding of moving expenses for certain new full-time, permanent employees. In addition to the guidelines below, moving expense reimbursement must be approved by the Dean and Provost or Vice President and stipulated in the hiring offer letter. Any exceptions to this policy document require approval of the Vice President for Human Resources.

Please note that under the Tax Cuts and Jobs Act of 2017, the personal deduction for relocation expenses and the exclusion from income of employer-paid relocation expenses are suspended from January 1, 2018 through December 31, 2025. As a result, all moving expenses incurred on or after January 1, 2018, whether reimbursed to an individual or paid to a vendor on behalf of an individual, are taxable income to the individual. As a result, moving expense reimbursements are handled by Payroll, a Division of Human Resources, not by the Accounting department.

Eligible Employees

A moving expense allowance is available only to new, permanent, full-time employees. It is not available to adjuncts or temporary employees. All moving expenses are pre-negotiated as part of the hiring process and are included in the hiring offer letter. Moving Expense allowance is available to positions that align with the following functions:

- President
- Vice President
- Dean
- Executive Director
- Tenure-track Faculty

What distance moves will be considered?

Moves of 50 miles away or out-of-state, may be considered for moving expense reimbursement.

What is the funding limit?

The University will fund from \$3,000 to \$6,000 unless a greater amount is approved by the Vice President for Human Resources. Under no circumstances will the reimbursement exceed 10% of the employee's annual salary. Budget allocation for moving expenses must be approved and funded prior to the reimbursement. Once funds are allocated to moving expenses, the department may not spend these funds on a different employee or purpose.

When may the employee be reimbursed for coverage of moving expenses?

- New employees may be reimbursed no earlier than their start date and up to 2 years from that date.
- Payment to the employee is subject to meeting payroll deadlines.
- **Employees who leave the University in less than 1 year of their start date, must return the moving expense reimbursement they received.**

Procedure

Submit the following documents to your Dean or Vice President’s Office, who will review and submit the required documents to Payroll Services in the Human Resources division.

- **New Employee Taxable Moving Expense Reimbursement Form.**
Attach a copy of the offer letter that confirms the maximum amount.
- Attach original receipts in the name of the employee for permissible expenses. See list of permissible and non-permissible expenses below. Note: Regardless of “permissibility” the reimbursement will not exceed the approved moving allowance.
- For questions, contact IT Service desk at 973-655-7971 and request “Work Day” support.

Permissible/Non-permissible Expenses

Expenditure	Eligibility for Reimbursement (Taxable)		
	Always Permissible	Permissible with Approval	Never Permissible
Two Pre-move House hunting Trip(s) (includes travel, lodging, meals, etc.)		X	
Airfare from former home to new home for the move trip for Employee and each Household Member	X		
Airfare, cost of travel via motor vehicle (including tolls and parking), lodging and meals enroute from former home to new home for Non-Household member for the move trip.			X
Cost of Travel via motor vehicle from former home to new home at the standard mileage rate for moving expenses or rental car costs for Employee and each Household member for the move trip.	X		
Tolls and Parking Fees incurred in route to new home	X		
Cost of lodging in route to new home for the move trip including day of arrival for Employee and Household members	X		
Meals for Employee and Household members incurred in route to new home for the move trip.	X		

Cost of Transportation of household goods and personal effects via Common Carrier (i.e., United Van Lines, etc.)	X		
Cost of Transportation of household goods and personal effects via Non-Common Carrier (i.e., truck rental such as U-Haul or Ryder)	X		
Moving Supplies (boxes, tape, etc.)	X		
Cost of packing, shipping household goods and personal effects	X		
Cost of shipping car/pets to new home	X		
Temporary Housing after day of Arrival (Max: 14 nights)		X	
Rental car after the move for up to 7 consecutive days	X		
Storage of household goods and personal effects for up to 30 consecutive days after the day your household goods are moved from your former home and before they are delivered to your new home.		X	
Storage of household goods and personal effects after the 30 th consecutive day up to 60 days		X	
Any part of the purchase price of new home			X
Car tags and Driver's License			X
Expenses of buying or selling a home			X
Expenses of getting or breaking a lease			X
Home improvements to help sell your home			X
Loss on the sale of your home			X
Losses from disposing of memberships in clubs			X
Mortgage penalties			X
Real estate taxes			X
Refitting of carpets and draperies			X

Security deposits (including any given up due to the move)			X
Side trips outside the direct move from former to new home			X