

Issued: 10/2003

Updated: 8/2007

Policy

1. Purpose

To outline allowable and non-allowable relocation costs.

2. Policy

Relocation expenses for new full time faculty and staff may be provided if funds are available in the Provost's office or Division operating budget. The University recognizes that certain expenses are incurred when an incoming faculty or professional member moves to his/her new home in the area of employment. Although the University cannot assume the full cost of the relocation of household furnishings, the University may pay up to a limit of \$1,500 of the allowable expenses as outlined below. Please note: The University's obligation applies to the movement of a "household" and does not constitute a separate allowance to each member of a family employed by the University.

3. Policy Guidelines

Guidelines for Reimbursement

Rowan University 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 withholding of applicable income and employment taxes.

Taxing Reimbursements

Reimbursement of expenses, defined as "qualified" and "non-qualified" as defined by the 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 W-2 Form.

Reimbursable Expenses (Receipts should be obtained for all expenditures and submitted with a Relocation Request Expense Form and Travel Expense Voucher)

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

- Commercial moving company
- Charges for packing, crating, mailing and /or shipping household goods; and other miscellaneous packing supplies
- Rental truck
- In-transit storage for up to 30 consecutive days
- Travel and lodging cost for one trip from the old residence to the new residence, which may include:
 - A. Actual gas cost, based upon receipts or IRS current rate of \$0.14 per mile for personal or rental vehicles (2004)
 - 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

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

- House hunting expensed (one trip, not to exceed 5 days) may include the same as Travel and Lodging above.

Non-Reimbursable Expenses

A. Expenses not paid by the University include but are not limited to:

1. Cost of meals at any point in the relocation process.
2. Storage (excluding 30 days in transit)
3. Additional insurance coverage over and above that normally carried by Commercial moving companies.
4. Moving household effects from an address other than the home address.
5. Meals and travel costs incurred by laborers.
6. Expenses incurred by persons not considered to be dependents.
7. Cost related to immigration
8. Utility and telephone installation charges.
9. Loss of security deposits.
10. Postage cost for realty and mortgage documents
11. Personal telephone calls, tips, movies, or other entertainment.
12. Any subsequent moves from temporary to permanent housing
13. Repairs to personal or rental vehicles incurred enroute or any traffic or parking fines.
14. Travel and lodging costs incurred during additional trips from the old residence to the new residence.

- B. Any exception to this policy must have prior approval of the Provost (academic affairs) or a Vice President (administrative departments). This approval must be attached to the request for reimbursement. **If there is any doubt about the coverage of an expense, please contact the Provost's Office.****

Reimbursement Procedures

A. Employee responsibilities

1. Complete the Relocation Request Expense Form
2. Submit original itemized receipts with the request attached to a Travel Expense Voucher
3. Make a copy for your records

B. Employing unit responsibilities

1. Review relocation documentation for appropriate signature and compliance with University policy and IRS Requirements.
2. Forward the document to the Controllers Office for processing.

C. Office of the Controller responsibilities

1. Calculate tax-reporting requirements on the non-qualified expenses, and withhold applicable income and employment taxes from the payment.
2. Issue the reimbursement payment within five business days.
3. Report taxable reimbursements on the annual W-2 Form.
4. Retain documentation for audit purposes.