

# University of Northern Colorado

## Moving Expense Reimbursement Instructions and Information:

### Instructions for Moving Expense Reimbursement:

1. Employee being reimbursed needs to fill out Moving Expense Reimbursement Tax Worksheet found at Financial Services, General Accounting, website <http://www.unco.edu/acctservices/> **within 60 days** after expenses were paid or incurred in order for any of the expenses to be considered non taxable.
2. Employee needs to sign Moving Expense Reimbursement Tax Worksheet.
3. Employee must attach **original receipts** (copies of credit card statements are not acceptable) to an 8x10 piece of paper and attach to the Moving Expense Reimbursement Tax Worksheet.
4. The Hiring Authority, who agreed upon the reimbursement prior to the move, must sign the form.
5. The form must also be signed by a person with Approval Authority on the FOAP paying for this reimbursement.
6. The Tax Worksheet with signatures and original receipts must be sent to Lacey Snyder in General Accounting, Campus Box 44. Accounting will review the forms and make sure that it is filled out correctly with appropriate signatures.
7. Once approved and signed by accounting, the form will be given to Accounts Payable for processing the reimbursement. A copy will also be sent to the payroll office, so that the taxable and non taxable portions are properly reflected on the employees W-2.
8. Accounts Payable will scan in copies of the original receipts and send the original receipts back to the employee to keep with their IRS files.

### FAQ's:

#### **What authority governs moving expense reimbursement?**

1. IRS Publication 521, Moving Expenses- Found at <http://www.irs.gov/pub/irs-pdf/p521.pdf>
2. State of Colorado Fiscal Rules, Chapter 2, Section 9

#### **Will UNC pay for my moving expenses?**

UNC may decide to reimburse your moving or relocation expenses. Any reimbursement amount will be negotiated and confirmed between the Employee and Hiring Authority prior to the move.

#### **Do I need to submit receipts in order to be reimbursed?**

Yes, original receipts must be attached to an 8x10 piece of paper and must accompany the Moving Expense Reimbursement Tax Worksheet.

#### **When do my receipts need to be turned in to UNC?**

Receipts must be submitted by the employee within 60 days after the expenses were paid or incurred in order to comply with IRS Publication 521. Any receipts that are not submitted within this time and are reimbursed will be subject to tax.

**Who in Accounting do I contact with questions regarding moving expense reimbursement?**

Lacey Snyder, 970-351-1828, [lacey.snyder@unco.edu](mailto:lacey.snyder@unco.edu)

**Will this reimbursement show up on my W-2?**

Yes, both the taxable and non taxable portion will be reported on the employee's W-2.

**What portion of my moving expense reimbursement is taxable, which is non-taxable?**

The total taxable portion of the moving expense reimbursement will be shown on the Moving Expense Reimbursement Tax Worksheet. The total Non Taxable portion is also calculated by this worksheet. Additional information regarding the taxable and non taxable portion can be found at the [www.irs.gov](http://www.irs.gov) in IRS Publication 521. Employees must be aware that certain amounts of their reimbursement may be subject to state and federal income taxes. Please see the Tax Withholding Table below:

Tax Withholding Required	No Withholding Required (if expenses are submitted to UNC within 60 days after expenses incurred)
Mileage over IRS limit	Packing, crating, and transporting household goods and personal effects from former home to new home.
Meals expenses incurred in the moving trip.	Shipping cars and household pets from former home to new home.
Temporary living expense, including lodging, meals and transportation at the new residence (other than as specified at right)	The cost of one trip per person from the former residence to the new residence, including transportation and lodging. Lodging includes lodging en route and for the day of arrival in the area of the new residence and for one day in the area of the former residence after you could no longer live in your former home.
Return trips to the former residence.	Connecting or disconnecting utilities.
Pre-Move house hunting expenses.	The cost of storing and insuring household goods and personal effects within any period of 30 consecutive days after the day things are moved from the former home and before they are delivered to the new home.