

Moving Expenses

All moving expense allowances are taxable to the employee and will be included on the employee's next paycheck. Hiring Authorities can choose between providing a Lump Sum Moving Allowance or providing a Moving Expense Reimbursement.

Providing a Lump Sum Moving Allowance

- Enter directly into OnBase or fill out the Employee Information on the *Summary of Lump Sum Paid Moving Expenses* worksheet as a guide.
- Go to OnBase: <https://onbase.unco.edu/GeneralAccounting/MovingExpenses>
 - Enter Employee Information and lump sum payment amount.
 - Enter FOAP Information (Usually 10000.54014.72340.6000)
 - If there are two FOAPs paying the expense, click on the "Add" button on the right of the FOAP Info ribbon.
 - Select Department Approver from the drop-down box.
 - Submit
- Once approved, the allowance will be forwarded to Accounts Payable for payment and Payroll for taxation on the employee's next paycheck.

Providing a Moving Expense Reimbursement

- Fill out the Employee Information on the *Moving Expense Tax Worksheet*.
- Fill out applicable moving expenses.
- Go to OnBase: <https://onbase.unco.edu/GeneralAccounting/MovingExpenses>
 - Enter Employee Information
 - Enter amount being reimbursed. (Receipts are not required)
 - Enter FOAP Information (Usually 10000.54014.72340.6000)
 - If there are two FOAPs paying the expense, click on the "Add" button on the right of the FOAP Info ribbon.
 - Select Department Approver from the drop-down box.
 - Submit
- Once approved, the allowance will be forwarded to Accounts Payable for payment and Payroll for taxation on the employee's next paycheck.