

## 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

- Fill out the Employee Information on the *Summary of Lump Sum Paid Moving Expenses* worksheet.
- Signatures required:
  - Employee
  - Hiring Authority
  - Executive Director of Human Resources
- Submit form and any email approvals to Xtender and route to Amy Sands in General Accounting.
- 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*. Be sure to include "UNC Contract Reimbursement Amount"
- Fill out applicable moving expenses
- Signatures required:
  - Employee
  - Hiring Authority
  - Executive Director of Human Resources
- Submit form and any email approvals to Xtender and route to Amy Sands in General Accounting.
- Once approved, the allowance will be forwarded to Accounts Payable for payment and Payroll for taxation on the employee's next paycheck.