10/ 31/18

Moving Allowance Reim bursement P rocess

The University pays m ov ing expenses for new faculty and st aff who have been award ed such a benefit.

As o f 2 018, m ov ing allowance reim bursements are pro cessed by the P ay ro ll Department and included in

gro ss pay in the em ploy ee's paycheck. The reimbursem ent is taxable based o n provisio ns of the T ax

Cuts and Jo bs Act o f 2017 .

The Payroll Department has created a form for submission of the receipts and necessary approvals,

attached here Moving Allowance Authorization Form

The ro uting instructions fo r the fo rm are as fo llows:

Administrative Areas: • Employee or supervisor downloads and completes taxable moving allowance authorization form. • Employee signs and attaches receipts. • College or department retains receipts. • Supervisor signs moving form. • A budget transfer form (BTR) is completed to move budget into the pay line. • Both the moving form and the BTR are forwarded to Budget Office. • Budget Office signs and sends moving form to Payroll Dept, Attn Payroll Dor, C2s7or

• Payroll Departm4(entprlo)7(ces)8(ses)-4wtin3ns of receBe included in 8(e)(m)-4(p)3(lo)-3yostTaxable gsos

pa(.) TJ ET 0.0000012 0 12 72 re n BT /F1 11.04 Tf 1 0 0 1 08.84 2.71 Tm 0 g 0 ( ) TJ ET EMC /P /MCD 3 BDC 0.0000012 0 1 •