

Relocation Procedure

Relocation expenses are not a standard part of every compensation package. They are intended to be used on an as-needed basis only and serve the purpose of offering further enticement for candidates we would like to attract to Utica University.

Whenever possible, requests for new or replacement administrator positions should include an estimate for relocation assistance. Actual allowances against moving expenses are authorized at the time of initial appointment. Administrators include members of the President's or Provost's Cabinets, managers in key positions, and other academic leaders. These allowances are intended to make a contribution toward the cost of relocation and are normally less than the expenses incurred. The amount of the allowance is determined by the distance between the employee's previous residence and Utica University.

Current guidelines for moving allowances for administrators are as follows:

<u>Miles</u>	<u>Maximum Allowance</u>
0 - 250	Up to \$1,000
251 - 1,000	Up to \$2,000
1,001 - 2,000	Up to \$3,000
2,001+ miles	Up to \$4,000

Moving and relocation expenses for faculty will also be based on distance. However, given the consistent need to recruit for faculty positions from a national pool, additional allowances are provided as follows:

<u>Miles</u>	<u>Maximum Allowance</u>
0 - 250	Up to \$2,000
251 - 1,000	Up to \$3,000
1,001 - 2,000	Up to \$4,000
2,001+ miles	Up to \$5,000

In the event of the need to relocate from a residence outside of the United States, the University may reimburse any administrator or faculty candidate for expenses of up to \$10,000. These rare instances must be approved by the President or Provost.

Moving Expenses

Beginning in 2018, for a period of 8 years through 2025, only certain members of the military will be eligible for the exclusion on qualified moving expense reimbursements. All other reimbursements for moving will be considered taxable wages and subject to tax withholding.

Two types of payments for these expenses are available:

Direct Payment

Direct payments to vendors (such as moving companies) will be made based upon the receipt of an invoice and employee instructions to pay directly to the vendor. Expenses paid directly to a vendor will be reported on the employee's Form W-2 as non-cash and subject to tax withholding.

Reimbursement to Employees

Authorized reimbursements for moving expenses paid from the employee's personal funds should be submitted by completing a Moving Expense Reimbursement/Authorization Form located at: <https://www.utica.edu/finance/comptroller/accounting/> Original receipts should be attached. Payment will be reported on the employee's Form W-2 and subject to tax withholding.

Moving expenses are included in Boxes 1, 3, 5, & 16 as part of wages, and also reported separately in Box 14.

Moving expenses will be reimbursed up to the amount approved by the University if they qualify as deductible moving expenses by the IRS. Current information on deductible moving expenses and other additional information on moving expenses can be at the following link: https://www.irs.gov/instructions/i3903#en_US_2021_publink100087226

An employee cannot be reimbursed for moving expenses prior to his/her appointment start date. If the candidate withdraws his or her acceptance post-offer, the University will not reimburse any incurred relocation expenses.

Please contact the Office of Human Resources at (315) 792-3276, with any questions relating to your move.