

Moving Expenses

Some new appointments may include reimbursement for a portion of moving expenses. Refer to offer letter to determine if applicable.

Allowable Type of Expense

- Packing & Unpacking
- Insurance-related expense for transporting belongings
- Storage, up to 30 days
- Moving of two personal motor vehicle per household
- Travel expense for the individual and his or her immediate family that does not exceed air economy transportation
- Temporary lodging for up to 30 days
- Meals for up to 30 days of residence in the temporary lodging if it does not have cooking facilities.

Unallowable Type of Expense

- Assembly and disassembly of unusual items such as swing sets, satellite dishes, and storage sheds
- Animals (except for household pets consisting of domesticated animals normally kept or permitted in a residence) or the costs associated with kenneling of pets
- Motorized recreational vehicles, including boats, kayaks, canoes, and jet skis
- Canned, frozen, or bulk food
- Building supplies, farm equipment, and firewood
- Plants

Time Test

- Employee must be employed full-time for at least 39 weeks during the 12-month period, immediately following the move. All moving expenses must be made within the first year that the employee first reports to their new position, even if his or her appointment date was effective prior to the report date.

Distance Test

- The distance between the individual's new job location and his or her former principal residence must be at least 50 miles more than the distance between the individual's previous work location and his or her former principal residence.

Not Passing Time or Distance Test

If move does not meet the distance/time test, the reimbursement will be considered a taxable income and the payment will be processed as a one-time MOV payment via SRS ticket.