

University of Idaho

MOVING REIMBURSEMENT POLICY SUMMARY FOR NEW HIRES

The UI Moving Reimbursement Policy summarized herein is the basis for reimbursing eligible moving expenses for employees. You may review the policy in its entirety at APM 75.38.

The University is required to follow the Idaho State Board of Education governing policies and procedures, which requires the institution to establish a policy and procedures for employee moving expenses consistent with policies approved by the State Board of Examiners.

In accordance with State policy, if more than one member of a household is employed by the University, moving reimbursement shall be allowed for one employee only and the amount shall be based on the employee with the greater base salary.

Eligible expenses:

- One pre-move house-hunting trip for up to two people (transportation, lodging and in-state per diem for up to 5 days)
- Transportation of household goods
- Personal property insurance, up to \$100, in addition to that provided by the mover
- Storage of household goods for a period of no longer than 30 consecutive days
- Cost of lodging and per diem at the in-state rate for a maximum of 4 people (employee and up to 3 dependents) during a reasonable transit period for a move, but not to exceed 10 calendar days
- Transportation of up to two personal vehicles by commercial moving company, or mileage at the current state mileage rate for up to two personal vehicles

Note: Certain expenses are specifically excluded, such as those associated with relocating pets, boats, campers, other recreational vehicles, etc. For a complete list of unallowable items, please refer to APM 75.38, which can be found at <https://www.uidaho.edu/apm/75/38>. A link to this and other information can be found at <https://www.uidaho.edu/finance/controller/accounts-payable/moving-expenses>

Selecting a Moving Company – The method of the move and the selection of the moving company are the responsibility of the employee. To obtain the names and phone numbers of national moving companies with local (Idaho) affiliates, contact UI Contracts and Purchasing Services.

University staff in Contracts and Purchasing Services are available to provide assistance and answer questions concerning the moving expense policy. Please contact purchasing@uidaho.edu or 208-885-6116.

Keep all receipts related to your move. Once your move is complete, submit a completed Moving Expense Reimbursement Form located at <https://www.uidaho.edu/finance/controller/accounts-payable/moving-expenses> along with required receipts to your department contact for processing. Under the Tax Cuts and Jobs Act of 2017, all expenses paid to or on behalf of an employee for moving expenses are treated as taxable income to the employee. Therefore, your reimbursement will be included as supplemental income in your payroll check/direct deposit, net of applicable federal and state taxes and other required deductions.