

University of Idaho

FAQs for New Employee Moving Expense Reimbursement

Do I need prior approval for my house-hunting trip?

- Your house-hunting expenses are eligible to be claimed against your authorized moving allowance and you need not have prior approval. Be sure to understand the limits associated with house-hunting expenses on the POLICY SUMMARY. You may submit these expenses for reimbursement along with your household move expenses after your move is complete.

What receipts do I need to submit?

- You will need to retain and submit actual receipts for all expenses except for meals and tips (included in the per diem rate) and fuel or tolls related to driving your personal vehicles (included in the mileage rate).

When will I be reimbursed?

- You will be reimbursed for your expenses after you have submitted your properly completed Moving Expense Reimbursement Form and required receipts. Once your Form is reviewed and accepted by Accounts Payable as complete, your expenses will be included in your next available payroll check/direct deposit, less applicable taxes and payroll deductions. This will typically occur within 30 days.

Why am I paying taxes on these reimbursements?

- The *Tax Cuts and Jobs Act of 2017* changed the tax treatment for relocation expenses. Any employer reimbursement for these expenses is considered taxable income beginning in 2018, and is therefore subject to withholding of federal and state taxes. For State of Idaho employees, these payments are also subject to employer and employee retirement contributions, with the exception of reimbursements for air or train travel, mileage, lodging and per diem (*Note 1*).

Other questions?

- Please contact UI Contracts and Purchasing Services, purchasing@uidaho.edu or 208-885-6116.

Note 1: Idaho Statute, Title 59, Chapter 13