
2324 REIMBURSEMENT OF MOVING EXPENSES

Effective: November 2006
Last Reviewed: May 2016
Responsible Office: Comptroller
Approval: Purchasing Services

PURPOSE

To establish policy for the payment of moving expenses for newly recruited employees who are required to relocate to Philadelphia or its environs.

POLICY

1. Deans, resource center directors, vice presidents or vice provosts must approve, in advance and in writing, any payment of a newly recruited employee's relocation costs.
2. The University will pay directly, or reimburse, only those moving expenses which can be excluded from an individual's taxable income according to the most recent Internal Revenue Service regulations.

Note: Individuals who are responsible for approving moving expense payments, or reimbursements, must contact the University Tax Manager if they have specific questions regarding the ability to exclude payments from an individual's income. Payments made that do not comply with the applicable IRS regulations will be taxed accordingly.

Individuals who are responsible for approving moving expense payments, or reimbursements, must instruct the newly recruited employee to contact Purchasing Services for information and assistance in coordinating [relocation services](#).

3. Moving expense reimbursements or payments will be reported to government agencies in accordance with applicable regulations.