

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.13

AREA: General

SUBJECT: Moving and Relocation Expenses

1. PURPOSE

The University of Houston System is authorized to pay costs of transportation and delivering the household goods and effects of certain component university employees. This document specifies the conditions under which a component university provides reimbursement to a newly-hired faculty or staff member or to a present faculty or staff member who relocates to an assignment within the System in a new geographic area.

2. POLICY

- 2.1. In individual cases where the situation warrants, the chief executive officer, or designee, at each component university may authorize full or partial reimbursement of moving and relocation expenses. All such expense reimbursements must be authorized prior to any expense being incurred or commitment made as part of an employment offer.
- 2.2. Normally, reimbursements for moving and relocation expenses may only be provided to tenured or tenure-track faculty and executive management staff (Chancellor, vice chancellors, General Counsel, presidents, vice presidents, deans, Chief Audit Executive and equivalents), and contract staff (coaches) where the employee's commute to the new principal place of work must be at least 50 miles farther than the employee's commute from his or her old residence. These expenses must be paid or incurred in connection with the commencement of work at a new location and the employee must work in the new location for 39 weeks during the 12-month period following the move.
- 2.3. System funds may only be used for such purposes upon presentation of a bona fide receipt of payment or invoice for such services, in accordance with component university policies and procedures.
- 2.4. Moving expenses are defined as reasonable costs resulting from the moving of the faculty or staff member's household goods and personal possessions. Allowable moving and relocation expenses may include one or more of the following:
 - 2.4.1. One trip for the employee and members of their household to select new housing (house-hunting). The length of the trip should not exceed one week. During that time, house-hunting expenditures such as airfare,

- airport parking, hotel, rental car and meals will be reimbursed to the employee.
- 2.4.2. Transportation costs associated with moving the employee and all persons regularly living in the employee's household.
 - 2.4.3. Actual packing and moving expenses of household goods and personal effects.
 - 2.4.4. Reasonable travel expenses incurred by the employee if he/she is required to report to the component university prior to moving his/her household. Under such circumstances, the employee may be reimbursed for expenses incurred during trips home not more than once every two weeks until the move is accomplished.
 - 2.4.5. Temporary housing expenses of the employee and household members if they arrive before permanent housing is available.
- 2.5. Authorized reimbursement shall be funded by non-state appropriated funds from the applicable college or department.
 - 2.6. Component university payments for indirect moving expenses (versus direct costs of moving household goods and personal effects and travel expenses), such as house-hunting trips, and most temporary living expenses are taxable income to the employee. Any payments by the component university for meals during moving are reportable as taxable income to the employee. Such taxable income may be attributable to payments the component university makes to providers of services, reimbursements to the employee, and any component university-provided services. Any taxable moving expense reimbursement is subject to employment taxes. Taxable moving expenses paid by the component university, as well as taxable moving expenses reimbursed to an employee, will be reported on the employee's Form W-2. Additional information about taxable and non-taxable moving expenses may be found in [IRS Publication 521, Moving Expenses](#). A list of taxable and non-taxable moving relocation account codes can be found in [MAPP 02.02.05](#).
 - 2.7. Each component university is responsible for developing guidelines and procedures concerning eligibility for reimbursement under this policy and for monitoring compliance.
 - 2.8. Nothing in this policy shall be used as the basis for discrimination or retaliation against any individual or group on the basis of race, gender, age, color, religion, national origin, disability, sexual orientation or veteran status; nor may it be construed to be a basis for circumventing equal employment opportunity laws or policies.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Associate Vice Chancellor for Finance

Review: Every three years on or before June 1

4. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: February 14, 2018

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	02/23/1996	Initial edition (originally located under SAM 02.E.04)
2	06/12/2003	Applied revised SAM Template. Document relocated to SAM 03.A.13. In Section 2.2, documented executive management staff, and changed the radius from 100 miles to 50 miles and gave more information on length of time in new location. In Section 2.3, detailed confirmation requisition such as receipts for reimbursement. In Section 2.4.a, detailed the types of house-hunting practices to be reimbursed to the employee. In Section 2.4.c., indicated shipping of personal effects such as cars, boats and other items will be the sole responsibility of the employee. Documented income from move as taxable income to the employee, and the process for payment. Changed the responsible party from the Vice Chancellor for Administration and Finance to the Associate Vice Chancellor for Finance. Added the Vice Chancellor for Administration and Finance to the approval process. Changed the review period from annually on or before September 1 st to every three years on or before September 1 st . Added Section 5, Indexing Terms

Revision Number	Approval Date	Description of Changes
3	01/13/2010	Applied revised SAM template. Removed additional information in Section 2.3 on detailed confirmation requisition. Added link in Section 2.6 to IRS Publication 521, Moving Expenses. Removed reference to Accounts Payable Department in Section 2.7. Changed Vice Chancellor of Administration and Finance to Executive Vice Chancellor for Administration and Finance. Removed Section 5, Indexing Terms
4	04/09/2015	Added new Revision Log. In Section 2.6, emphasized “most” temporary living expenses are considered income to the employees. No additional changes were made by the Subject Matter Expert (SME)
5	09/25/2015	Revised Section 2.4.5 to emphasize temporary housing and added reference to MAPP 02.02.05 to Section 2.6. No additional changes were made by the Subject Matter Expert (SME)
6	02/14/2018	Editing changes throughout documentation from “family” to “members of their household” or “household members.” Changed “dependents” to “persons” in Section 2.4.2. Added “taxable” to “income” in Section 2.6. Changed links and titles as applicable. No additional changes were indicated by the Subject Matter Experts (SMEs)