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## RELOCATION REIMBURSEMENT

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**Scope:** All campuses served by Louisiana State University (LSU) Office of Accounting Services

**Effective:** March 21, 2018. This FASOP supersedes and replaces all prior versions.

**Purpose:** To establish a procedure for the reimbursement of employee relocation expenses.

**Procedures:**

- A. Relocation expenses that are reimbursed to new employees and/or paid by the contracted relocation vendor on behalf of new employees are reported to the Internal Revenue Service (IRS) in accordance with IRS reporting requirements. All expenses claimed for reimbursement must comply with regulations set forth in PM-13, University Travel Regulations.
- B. The Travel Office will complete the AS474, "Employee Moving Expense Reimbursement Summary" form and provide it to the employee. The summary information will reflect a breakdown of expenses by payment types.
- C. The Travel Office will provide a report of relocation reimbursements to the Payroll Office to be included on the employee's W-2.
  1. Taxable expenses include allowances for meals, transportation of household goods, professional goods and lodging payments while traveling from old residence to new residence and reimbursement of temporary living expenses, house hunting expenses, and pre-move costs. Meal allowances, transportation of household goods and professional goods and lodging payments while traveling from old residence to new residence may be reimbursed by LSU but reimbursement of temporary living expenses, house hunting expenses and pre-move costs are reimbursable only through private funding sources.
- D. The Payroll Office will include the taxable moving expenses on the employee's gross income and withhold the applicable income taxes.
- E. The following expenses may be claimed by the employee for reimbursement through the University in accordance with the State and University Travel Regulations:
  1. Moving of necessary household goods and office furniture, equipment etc., including transport of one vehicle and mileage for a second vehicle. Mileage will be reimbursed at the federal standard mileage rate in effect at the time of the move.
  2. Insurance costs included in the "valuation" section on the moving company's invoice up to the limit of carrier liability if the client signs the declaration. Personal insurance taken out by the employee in addition to the valuation coverage provided by the carrier is considered a personal expense of the employee that is not a requisite cost of relocation and not considered a reimbursable cost.

3. In-transit expenses incurred while traveling from old domicile to new domicile to include lodging, mileage (at the federal standard mileage rate in effect at the time of the move) and meals for the employee. State guidelines prohibit the University from reimbursing meals for the spouse and children. Lodging expenses incurred in the new location, temporary living expenses, temporary storage costs in either the old or the new domicile and pre-move house hunting expenses are not reimbursable through the University as the State of Louisiana prohibits reimbursement of expenses incurred within the employee's domicile.
  4. Expenses of renting a truck or van that is to be operated by the employee (as opposed to a moving company), including packing materials and gasoline expenses will be reimbursed. Itemized receipts are required to be submitted for all expenses.
- F. The approval for reimbursement of relocation expenses is the Department Head/Chair or the Dean or Vice Presidents (when applicable).
- G. If the employee elects to relocate his/herself in lieu of utilizing a moving company as defined in the University Procurement requirements, the employee is required to obtain three comparable written rental vendor quotes (estimates) and should select the vendor with the lowest quote for the relocation. The quotes must be included in the supporting documentation in order to be reimbursed.
- H. The department obtains approval of AS521, "Request for Authorization to Reimburse Relocation Expenses," and retains the form in the department to be filed with the employee's Expense Report.
- I. The employee pays the moving company and obtains a paid itemized receipt.
- J. The employee should create an Expense Report and include the three written estimates obtained and the original paid itemized receipt to seek a reimbursement.
1. The employee's Expense Report should include all expenses incurred during the employee's relocation, including the actual expenses paid to the moving company and the mileage, meals and lodging expenses incurred in transit from the old residence to new residence.
  2. The employee should create an Expense Report and include the approved AS521 form, the original three written estimates and all applicable original paid itemized receipts.
  3. The Travel Office will review and approve the Expense Report. If any of the expenses claimed are disallowed by the University Travel Program, the Travel Office will code the disallowed expense accordingly on the Expense Report.
- K. The expenses associated with moving lab supplies, equipment, etc. can be invoiced directly to the University and will not be subject to taxation.