This document is intended to provide basic information regarding the payment or reimbursement of relocation expenses, but is not all inclusive.

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>Taxable</th>
</tr>
</thead>
<tbody>
<tr>
<td>House hunting trip</td>
<td></td>
</tr>
<tr>
<td>Moving company expenses</td>
<td></td>
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<tr>
<td>Moving truck rental &amp; gas</td>
<td></td>
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<tr>
<td>Reasonable expense of Packing/Shipping of Personal/ Household Goods (including boxes and packaging tape)</td>
<td></td>
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<tr>
<td>Personal/ Household Goods (including boxes and packaging tape)</td>
<td></td>
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<tr>
<td>Personal vehicle mileage (plus all tolls, parking, etc.)</td>
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<tr>
<td>Lodging en route (The first night in local area is considered lodging en route.) Sightseeing stops or out of the way travel is taxable.</td>
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<tr>
<td>Meals en route</td>
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<tr>
<td>Temporary lodging &amp; meals after local arrival.</td>
<td></td>
</tr>
<tr>
<td>Storage of Personal/ Household goods period</td>
<td></td>
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<tr>
<td>If the move is less than 50 miles from previous residence.</td>
<td></td>
</tr>
<tr>
<td>If the employment is less than 39 weeks during the first 12 months</td>
<td></td>
</tr>
<tr>
<td>Expenses accounted for after 60 days</td>
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</tbody>
</table>

Welcome to UNI and the Cedar Valley!

UNI HR Website for New Employees
https://hrs.uni.edu/newemployees/getting-started

Cedar Valley Community Information
https://hrs.uni.edu/newemployees/community-info

Cedar Valley Calendar of Events
http://www.travelwaterloo.com/events/

Cedar Falls Tourism and Visitors Bureau
http://www.cedarfallstourism.org/upcoming-events/

Quick Reference Guide

Faculty and Staff Relocation

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Office of Business Operations
University of Northern Iowa

103 Gilchrist Hall • Cedar Falls, IA 50614-0008
Phone: 319-273-2162 • Fax: 319-273-3009
E-mail: payables@uni.edu
### Pre-Move and Travel Expenses

- Employment offer letters from the University will indicate relocation expense reimbursement provisions if it is included in the employment offer.

- New faculty and staff are encouraged to make their move using the most economical and sustainable method.

- After a new faculty/staff member has accepted employment, travel expenses may be reimbursed, if specifically identified in offer letter. Up to one trip for the staff member and spouse/partner, if noted, for the purpose of arranging housing may be reimbursed. These expenses are taxable and limited to $2,000 which is part of the total moving expense award.

- Taxable items are subject to tax withholding, and UNI is required to deduct this withholding from the employee’s paycheck. Taxable moving reimbursements through UNI are reported on the employee’s W-2.

- The request for reimbursement, including documentation of expenses, i.e. itemized receipts and invoices should be submitted within 60 days.

- When renting a trailer or other moving equipment, the employee is responsible for paying the rental agency.

- Payments to friends or family for moving assistance, including loading and unloading, is not reimbursable.

- Original receipts should be submitted for packaging materials (boxes, tape, bubble wrap, etc.), gas for rental vehicles used in the move, and road toll fees.

- The IRS Moving Rate is used for reimbursing mileage for up to 2 personal vehicles. Moving rate can be found in travel guidelines—see link on previous page.

- Additional Resources:
  - IRS Publication 521—Moving Expenses
  - UNI moving policy 4.10
    https://policies.uni.edu/410

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### Non-Reimbursable

- Expenses associated with a home sale or lease breakage will not be reimbursed.

- Totes and other reusable storage bins are not reimbursable.

- Reimbursement for moving expenses shall not include moving plants or animals.

- No reimbursement will be made for the hiring of assistance (family/friends) to help with the loading and/or unloading of household or professional goods.