

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**  
**AREA: General**  
**SUBJECT: Moving and Relocation Expenses**

**NUMBER: 03.A.13**

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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, Director of Internal Auditing (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 by the employee of a bona fide receipt of payment for such services. In accordance with component university purchasing rules, sometimes a confirmation requisition is approved by a higher authority. Once the receiving report (e.g., receipt) has been received, it is not necessary to obtain their approval again in order to process the reimbursement.

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:

- a. One trip for the employee and spouse to select new housing. 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.
- b. Transportation costs associated with moving the employee and all dependents regularly living in the employee's household.
- c. Actual packing and moving expenses of household goods and personal effects.
- d. Reasonable living 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.
- e. Temporary living expenses of the employee and family for a period not to exceed two weeks if the employee's family should arrive before permanent quarters are 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, temporary living expenses, and home purchase or sale expenses are income to the employee. Any payments by the component university for meals during moving are reportable as income to the employee. Such 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 W-2. Additional information about taxable and non-taxable moving expenses may be found in IRS Publication 521, Moving Expenses.

2.7. Each component university's Accounts Payable Department 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 RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years on or before June 1

### 4. APPROVAL

Approved: Arthur K. Smith

Date: 6/12/03

### 5. INDEXING TERMS

Moving Expenses