

Truman State University and Truman State University Foundation
Moving Expense Policy
February 2016

University departments have two options to pay for authorized moving expenses of new employees:

1. A taxable lump sum payment to the employee in advance of the move, or
2. A non-taxable reimbursement to the employee for moving expenses allowed by the IRS.

For faculty, the Provost may establish the amount of moving expense allowable under the two options listed above. For non-faculty, the amount is determined on a case-by-case basis and must be approved in advance by the President of the University.

Under the taxable lump sum payment option, the payment will normally be made in advance of the move. This payment will be reported as taxable income on the employee's W-2. It will be the employee's responsibility to deduct applicable moving expenses on their federal income tax return.

Under the non-taxable reimbursement option, the employee will pay the costs of moving. Non-taxable expense receipts, as specified in IRS Publication 521, will be attached to a moving expense report and reimbursed by the Accounts Payable section of the Business Office. This reimbursement will be reported by Payroll on the employee's W-2, but not as taxable income.

Questions about this policy should be directed to the Business Office Accounts Payable or Payroll sections. Recommendations to change this policy should be directed to the Comptroller.