

## Payment of Moving Expenses

Payment to a commercial moving company for the shipping of household goods, as provided in these guidelines, may be processed as individual reimbursements or direct payment to the carriers with an approved purchase order, which should be processed by the employing department using account code 765100. Commercial moving company expenses are the only type of moving expense that may be direct-billed to the University.

Reimbursement of allowable moving expenses should be requested following the employee's hire date by processing a reimbursement voucher. Receipts are required as supporting documentation for all expenses, except for mileage claimed using the standard mileage rate. Moving expenses will be reimbursed through the Accounts Payable department with any applicable income and employment taxes withheld on the next payroll check.

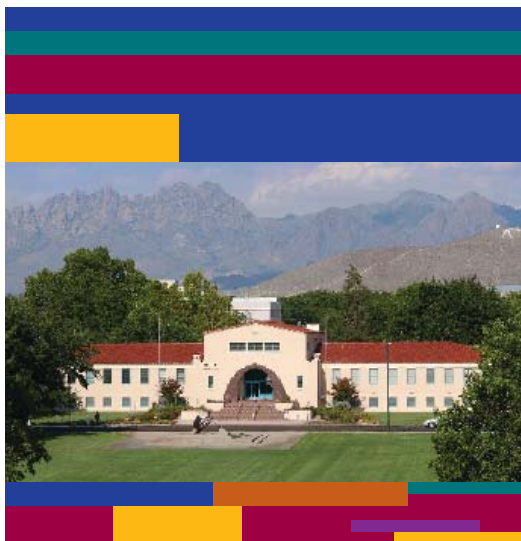
Contact the Central Purchasing and Risk Management Department (575/646-2916) for moving company vendors at pre-negotiated rates. This optional service is available to all NMSU departments and new employees.

# *New Mexico State University*



Administration and Finance  
Travel Department  
MSC 3AP  
PO Box 30001  
Las Cruces, NM 88003

Phone: 575-646-8911 • Toll Free: 800-743-7545 • Fax: 575-646-1077 • Web: [www.nmsu.edu/~travel](http://www.nmsu.edu/~travel) • E-Mail: [travel@nmsu.edu](mailto:travel@nmsu.edu)



## *Administration and Finance* **Travel**

*Guidelines for moving expense reimbursements  
for new and prospective employees.*



Live, Learn and Thrive.

## Qualified VS Non-Qualified Expenses

Moving expenses are defined as either "qualified" or "non-qualified" in accordance with current IRS regulations. Reimbursement of qualified moving expenses results in no tax consequence to an employee. Reimbursement for non-qualified expenses is subject to withholding of applicable income and employment taxes. The compensation amount on the employee's annual Form W-2 will be increased to reflect the amount of the non-qualified payments to the employee.

To reimburse as qualified moving expenses, IRS guidelines require the move meet both a Distance Test and a Time Test. Detail explanations of both tests are available from

IRS Publication #521, [http:// www.irs.gov](http://www.irs.gov). If the tests are not met, moving expenses will be reported as taxable income subject to applicable income and employment taxes.

*If we may be of assistance in any way.*

**Travel Office : 575/646-1189**

**Toll Free: 800/743-7545**

**[travel@nmsu.edu](mailto:travel@nmsu.edu)**

### Qualified Reimbursable Expenses

*Not subject to tax withholding*

Qualified reimbursable expenses (not subject to tax withholding) include the reasonable expenses of moving your household goods and personal effects, and traveling (including lodging but not meals) to your new home. The cost of traveling from your former home to your new one should be by the shortest, most direct route available by conventional transportation. If during your trip to your new home, you stop over or make side trips for personal reasons, any additional expenses incurred are not deductible as moving expenses. Reasonable expenses may include the following:

- **Commercial moving company**
- Charges for packing, crating, mailing and/or shipping household goods, and other miscellaneous packing supplies
- **Rental truck**
- Storage and insurance while in-transit if incurred within any consecutive 30-day period after removal of the goods and personal effects from the old residence and before delivery to the new residence

### Non-Qualified Reimbursable Expenses

*Subject to tax withholding*

- Travel and lodging costs incurred during additional trips from the old residence to the new residence
- **Cost of meals at any point in the relocation process**
- House or apartment hunting expenses
- **Storage charges other than for in-transit storage**

### Examples of Expenses Not Paid by the University

NMSU follows current IRS guidelines in determining whether claimed moving expenses are treated as qualified or non-qualified for tax purposes. In addition, requested expenses must also follow established University policies and procedures. The following represents a listing of examples of moving expenses not reimbursable by the University.

- **Per diem or meal allowances. (All lodging and meal expenses claimed must be supported by receipts)**
- Storage beyond the allowable 30 days in transit

- **Shipment of cars, if not used in the move**
- **Connecting or disconnecting utilities**
- **Travel and lodging costs for one trip (employee and family) from the old residence to the new residence, which may include:**
  - Actual gas cost, based upon receipts or current IRS per mile rate for personal or rental vehicles
  - Lodging as follows: (1) One night within the general location of the old residence after it is no longer suitable for occupancy, (2) En route to the new residence, (3) One night on the date of arrival
  - Airfare (coach only)
  - Tolls or parking
  - Household pet shipping charges

- **Meals and travel costs incurred by laborers**
- Expenses incurred by persons not considered to be dependents for tax purposes
- **Cost related to immigration**
- Loss of security deposits
- **Real estate expenses**
- Postage costs for realty and mortgage documents
- **Personal telephone calls, tips, movies or other entertainment**
- Extraordinary items requiring special handling (e.g.. boat)
- **Bank fees for cashier checks**
- Miscellaneous vehicle expenses such as depreciation, maintenance and repairs, tires, security devices, insurance and registration fees
- **Any expense related to the purchase of alcohol**
- Purchases of furniture and other household or personal items
- **Any other type of moving expense not considered to be reasonable**