

HSC Unrestricted Accounting Fiscal Aid Kit



Subject: Moving Reimbursement Checklist

UNM sometimes provides funding for new employees in order to pay or offset some of their expenses incurred in moving to Albuquerque in order to begin working at UNM. This information may help new employees as they move:

- Be aware of your moving allowance. Expenses above the moving allowance stated in your employment contract generally cannot be reimbursed. Policy 4020 defines funding limits and identifies allowable expenditures.
- House hunting trips are considered a moving expense and are included in the moving allowance total. This is true even if you did not personally pay for the expense. (ie: a UNM PCard was used to purchase airline/hotel reservations for you during a house hunting trip.) These expenses will be counted as part of your moving expenses.
- Moving expenses should be submitted timely; within 60 days of the move in order to avoid tax implications associated with Accountable Plan requirements.
- Some moving expenses are taxable, regardless of Accountable Plan requirements. For example:
 - All house hunting trip expenses
 - All food expenses
 - Part of your mileage reimbursement
 - Various other expenses (rental cars, extending lodging, etc.)
 - Expenses submitted 60 days or more after incurred, or 60 days after employment
- Save all original, detailed receipts incurred while moving. UNM requires detailed original receipts in order to process your reimbursement.
- You will receive a report from payroll detailing your moving expenses and this report will include tax reporting details.

Additional Resources:

- Moving expense Policy 4020: <http://policy.unm.edu/university-policies/4000/4020.html>
- IRS Publication 521 on Moving Expense