Moving Expense Worksheet Instructions

Purpose of Worksheet

The Employee Moving Expense Reimbursement Worksheet is used to document a request for reimbursement of qualified moving expenses. A completed and signed worksheet must be attached to a payment voucher (PV) along with original receipts for the expenses being claimed and other supporting documentation, as needed.

A qualified move must meet the following criteria:

- The new workplace must be at least 50 miles farther from the employee’s former home than the old workplace.
- The employee must work full-time in the area of the new workplace for at least 39 weeks during the 12 months immediately after the move.

The IRS defines “home” as your main home or residence. This does not include other homes owned by you or members of your family. Your former home means the home you occupied prior to being hired by ASU.

Deductible and Non-Deductible Expenses

Under tax law, some moving expenses are deductible and some are non-deductible.

Deductible expenses (non-taxable) are those for which employers can reimburse an employee without having to tax the employee on the payment. These are deductible expenses because the employee could claim them on his or her personal income tax return if he or she was not reimbursed by the employer. The employee will be reimbursed through the Accounts Payable process.

Non-deductible expenses (taxable) are those expenses the employee would not be allowed to deduct on his or her personal income tax return. When these expenses are reimbursed, they are treated as taxable wages to the employee and paid through the Payroll process.

General Instructions:

- If the reimbursement is for deductible-only expenses, Parts A and C of the worksheet must be completed.
- If the reimbursement is for non-deductible-only expenses, Parts B, C and D of the worksheet must be completed.
- If the reimbursement is for deductible and non-deductible expenses, all sections of the worksheet must be completed.
- Complete Parts B and C to report non-deductible expenses paid directly by ASU on behalf of the employee, such as temporary living expenses.
• Do not report direct payments made by ASU to moving companies for transporting the employee’s household goods and personal effects.
• Attach a copy of the offer letter authorizing the moving expense reimbursement.
• Supporting documentation should be original receipts only. If original receipts are not provided, the employee must submit a statement with the reimbursement request explaining why the receipts are not available and certifying that they will not be used for any other reimbursement or tax deduction purpose.
• When multiple trips are involved, mark the receipts to identify with which trip the expense is associated.
• Each vice presidential area will determine the employee’s eligibility for the moving expense reimbursement, the items to be reimbursed and the maximum amount of reimbursement.
• For reimbursements that include Part A expenses, a PV should be entered by the department and a copy attached to the reimbursement request.
• The Employee Move Information Sheet can help expedite the moving expense reimbursement approval process by clarifying which expenses are deductible and non-deductible. Submit the completed information sheet to Financial Services along with the Moving Expense Worksheet.

**Part A: Deductible (Non-Taxable) Expenses**

The costs of one trip for you and your household members to move to the new job location is a deductible expense. You do not all have to travel at the same time or by the same means of transportation, but only one trip per household member is allowed as a non-taxable reimbursement.

Deductible expenses are those incurred for the following:

1. Transportation of all members of the household, household goods and personal effects
2. Travel to the new job location, including the following:
   - Actual automobile expenses or mileage at the rate posted at [http://cfo.asu.edu/fs-travel-mileage-chart](http://cfo.asu.edu/fs-travel-mileage-chart)
   - Parking and toll charges incurred while traveling
   - Lodging while traveling
   - Lodging for one night at the old job location and one night at the new job location
   - Airfare for household members to move to the new job location
3. Storage and insuring household goods and personal effects for 30 days after they are moved from your old home and before they are delivered to your new home
4. Car shipping costs
5. Pet shipping costs
Deductible, non-taxable moving expense reimbursements will be reported on Box 12 of the employee’s W-2 Wage and Tax Statement.

**Part B: Non-deductible (Taxable) Expenses**

Any moving-related expenses that do not qualify as deductible expenses, but which the hiring department wishes to reimburse the new employee, for must be treated as taxable wage payments. They are reported in Part B of the Worksheet and approved by an authorizing signature in Part D.

Payroll reimbursement of non-deductible expenses will be made along with regular salary payment in the pay period following the submission to Payroll by Financial Services.

Non-deductible moving expense reimbursements will be included in wages on Box 1 of the employee’s W-2 Wage and Tax Statement.

Examples of non-deductible expenses include the following:

1. Meal expenses while in transit from the old home to the new home.
2. Mileage reimbursed at the difference between the IRS allowable deductible rate (claimed in Part A) and the ASU travel policy rate.
3. Pre-move house hunting expenses. Premove is considered to be the period after offer/acceptance but before the final move.
4. Other expenses directly related to the move and approved by the hiring department.

**Part C: Employee Certification**

The employee who is requesting reimbursement must sign and date this section.

**Part D: Departmental Authorization of Nondeductible Reimbursement**

Part D must be completed if non-deductible expenses are being reported in Part B. The authorized signer approves charges to the indicated area/org for non-deductible reimbursement through the payroll system and applicable employee related expenses. No Payroll Action Form is required. In addition to the amount indicated on this line, an ERE of approximately 8% will be charged to all non-state area/orgs.

**What Moving Expenses Are Not**

- Side trips for recreation or vacation
- Expenses associated with buying or selling a home
- Automobile registration costs
- Temporary housing of more than one month.
If the hiring department wants to pay a new employee for personal expenses, they can process this additional pay through the payroll process. Personal expenses should not be submitted as part of the Moving Expense Reimbursement Process.

If you think you are ready to submit the moving expense reimbursement request, make sure that you have completed the following steps:

- Have you attached the original receipts, a PV and a copy of the offer letter?
- Did you make sure that the employee and authorized signer signed and dated the form?
- Did you properly categorize the deductible and non-deductible expenses?
- Did you specify the move date in the documentation?

If so, send the completed worksheet and all supporting documentation to Financial Services, mail code 5812, with Moving Expenses in the “attention to” line.