

How do I submit Relocation expenses for reimbursement?

Who is eligible?

In order to be eligible for reimbursement of relocation expenses two conditions must be met:

1. the employee must have received a relocation allowance in their offer letter or letter of appointment, and
2. the employee must be actively employed at this university - no reimbursement will be provided for individuals prior to their start date (excludes house-hunting travel expenses).

A relocation reimbursement form should be submitted after the relocation has occurred. A completed relocation reimbursement [form](#) with the supporting receipts should be scanned and emailed to disbmt@rice.edu for review and approval.

Taxability

It is important to note that a change in the 2017 tax law changed the tax treatment of moving expenses. All moving expenses, regardless of whether they are paid directly to the employee or to a vendor on behalf of the employee, are considered taxable wages and are subject to mandatory payroll withholding. Moving expenses are considered supplemental income, thus subjecting them to a mandatory withholding of 22%, plus FICA and Medicare withholding of 7.65%.

What is reimbursable?

Details surrounding allowable expenses, links to procedures, and the reimbursement form may be found at <https://controller.rice.edu/payables-relocation-reimbursements>

Some selected items of note:

- Actual detailed receipts (not simple credit card receipts) are required for reimbursement.
- Mileage of the shortest route between the old home and new home is eligible for reimbursement. Longer routes taken for personal reasons are not eligible.
- The university's two preferred moving vendors are Allied Van Lines and United Van Lines. These companies bill the university directly so that the employee does not have to pay out of pocket. Further details can be found at <https://buy.rice.edu/relocation>
- Each member of the household is permitted reimbursement for the expense of one house-hunting trip.
- Moving one vehicle per licensed driver in the household.
- Lodging expenses must be commensurate with the distance of the move (e.g. 5 days of meals and hotel would not be reimbursed for a 1,000 mile move)
- Relocation allowances are maximums - actual expenses will be reimbursed up to the allowance amount.

When do I get reimbursed?

Once the form(s) have been turned into accounts payable, it will be reviewed for approval within five business days. Once approved, the reimbursement amount (less applicable taxes) will be included in the employee's next paycheck.