

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff
Subject: Moving Expense Reimbursement
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Moving expenses are the costs of packing, shipping, and storing household goods. Related expenses are the cost of travel for the faculty or staff member and family enroute to the position assigned, including transportation, food and lodging, travel for trips necessary to secure living quarters and temporary lodging or transportation to and from the designated worksite when the appointment date precedes the date then permanent living quarters are available.

The University may reimburse the new faculty or staff member for moving and relocation expenses in an amount not to exceed one-twelfth of the new employee's annual salary rate or one-ninth of a University year salary rate. Expenses for travel from points outside the continental United States and Canada may require an exception to the one-twelfth or one-ninth rules.

Individual schools and colleges are free to establish maximums lower than those stated here. Before making a commitment to pay moving and relocation expenses, the appointing department should find out if a lower maximum applies.

Moving expense reimbursement will not be subject to payroll deductions, but will be reported on the Federal withholding form as gross income. Tax liability for such expenses is dependent on IRS regulations.

Below is an outline of the procedures used to obtain reimbursement for moving expenses:

1. Administrative head requests Dearborn Human Resources Office (c/o Renee Moton) approval to commit moving expense payment to prospective employee.
2. If approved, new staff member submits copy of moving bill and receipt for payment to administrative head.
3. Administrative head prepares Form G "Request for Payment of Special Stipend" available at <http://www.umich.edu/%7Ehraa/hrris/forms.html>. Once the Form G receives the Dean or Director's approval, the administrative head submits the Form G and two copies along with the related moving/travel documents to the Dearborn Human Resources Office.

DEARBORN ADMINISTRATIVE GUIDE

4. The Human Resources Office is responsible for submitting the Form G and related documents to Ann Arbor where a check will be issued from the Payroll Office.

For further information, refer to the Standard Practice Guide [Section 201.68](#), or contact the Dearborn Human Resources Office. (3-5190).