

## **EMPLOYEE MOVING EXPENSE**

With appropriate department approval, TTUHSC will pay or reimburse reasonable deductible moving expenses as defined by IRS Publication 521.

Employees requesting payment or reimbursement for moving expenses should read Publication 521 (<http://www.irs.gov/pub/irs-pdf/p521.pdf>) for important information regarding allowable (deductible) and taxable (nondeductible) expenses and examples.

Allowable expenses include:

- The cost of moving household goods and personal effects from the former home to the new home,
- The cost of traveling for members of the household (including lodging, but not meals) from the former home to the new home and
- The cost of storing household goods and personal effects within any period of 30 consecutive days after the move.

Allowable payments or reimbursements for moving expenses are excluded from the employee's gross income and should be processed through Human Resources. For more information please see HSC OP 72.18 Payments for Employee Moving Expenses.