

Policy Number: 281.0

Policy: Relocation Expense Policy

Effective Date: 3/2013

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Approved by: Business Services Director

POLICY:

I. Relocation Expenses:

- A. Montana State University Billings may reimburse or pay directly the relocation costs for new employees hired in key positions such as executive officers, deans, directors, and coaching positions within the University. An Executive Officer or designee must pre-approve and authorize all relocation expenses in the hiring agreement. The Executive Officer authorizing the relocation expenditure is responsible for budgeting sufficient funds to cover the cost(s) to relocate the new employee.
- B. Montana State University Billings adheres to the IRS moving expense regulations as outlined in [Publication 3903 Moving Expenses](#).
 - 1. MSU Billings reimburses moving expenses following an “accountable plan” meaning employees must provide the appropriate receipts and documentation within a reasonable timeframe in order to be reimbursed.
 - 2. All moving expenses reimbursed to an employee must be reported on that employee’s form W-2. Taxable items will be included in the employee’s taxable gross wage.
 - 3. If a moving company directly bills MSUB or an MSUB credit card is used to directly pay a moving company or truck rental company on behalf of the employee, the expense is not reported on the employee’s W2.
 - 4. Please consider the following in cases where a partial reimbursement of moving expenses has been approved. Any item that cannot be considered a deduction for tax purposes on an individual’s tax form must be considered a taxable benefit when the employee is reimbursed. It is the “best business practice” to only reimburse or request reimbursement for deductible items.