Moving and Relocation Expense

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<tr>
<th>Effective Date</th>
<th>3/8/18</th>
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<tbody>
<tr>
<td>Last Revision/Review</td>
<td>Reviewed 12/21/18, Reviewed 8/28/19</td>
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1. Purpose
Relocation expenses for new regular faculty and staff may be provided if funds are available in the department or college budget. The employing unit, in consultation with their college and the Accounting and Finance department, may extend relocation benefits to other appointments when it is appropriate (e.g. Physicians). The employing unit and the following policy guidelines (subject to Internal Revenue Service regulations) will determine the total amount provided for relocation.

2. Related Policy/Authority
Policy 1015

3. Faculty/Staff Responsibilities
Vice President of Administration/CFO is responsible to ensure that an overall structure of sound internal controls is implemented, GAAP is followed in all accounting, and that all external regulations and requirements for routine business transactions are addressed in the control and reporting structure. The VP of Administration/CFO is responsible to periodically review the structure and implementation of internal controls, and to regularly review all financial reports presented to the Ownership, the Board, the Debt Trustee, and any governmental agency or accrediting body.

The Controller is responsible for the implementation and oversight of these procedures.

4. Definitions/Abbreviations
None

5. Procedural Steps
To assist in covering the cost of relocation, Faculty Member will receive up to $X for reasonable, necessary and documented expenses directly attributable to the Faculty Member’s cost(s) of relocation. Faculty Member must provide itemized receipts and proof of payment for allowable expenses, submitted to BCOM for reimbursement within one year of hire date. Relocation reimbursements will be reported on the annual Form W-2.

Under the Tax Cuts and Jobs Act of 2017, the personal deduction for relocation expenses and the exclusion from income of employer-paid relocation expenses are suspended from January 1, 2018 through December 31, 2025. As a result, all moving expenses incurred on or after January 1, 2018, whether reimbursed to an individual or paid to a vendor on behalf of an individual, may be taxable income to the individual.
All moving and relocation expenses will be processed after the Faculty’s hire date by submitting a BCOM Expense Reimbursement Form [https://bcomnm.org/finance/finance-forms/]. Receipts are required as supporting documentation for all expenses, except mileage claimed using the Federal relocation mileage rate. Once submitted, reimbursement to Faculty will be via ACH deposit.

**Reimbursable moving expenses may include the following:**

- Commercial moving company
- Rental truck
- Shipment of car(s), if not used in the move
- Charges for packing, crating, mailing and/or shipping household goods; and other miscellaneous packing supplies
- Optional insurance on items such as furniture, clothing and utensils
- In-transit storage for up to 30 consecutive days. (This is the cost of storing and insuring household goods and personal effects within any period of 30 consecutive days after the day personal goods are moved from former home and before they are delivered to new home.)
- Travel and lodging costs for one trip (employee and family) from the old residence to the new residence, which may include:
  - Mileage paid at the Federal relocation mileage rate
  - Lodging in transit
  - Airfare (coach only)
  - Rental car (economy); in certain circumstances a larger vehicle may be rented with documented advance department approval
  - Tolls, taxi, limousine or parking
  - Household pet shipping charges

**Non-Reimbursable moving expenses include the following:**

- Travel and lodging costs incurred during additional trips from the old residence to the new residence.
- Cost of meals during the relocation process.
- House hunting expenses
- Temporary housing
- Storage (excluding 30 days in transit)
- Meals and travel costs incurred by laborers
- Expenses incurred by persons not considered to be dependents for tax purposes
- Costs related to immigration
- Utility, telephone, and television cable/satellite installation charges
- Loss of security deposits
- Real estate expenses
- Postage costs for realty and mortgage documents
- Personal telephone calls, tips, movies or other entertainment
- Extraordinary items requiring special handling (e.g., boats, exotic cars, etc.)
- Bank fee for cashier’s checks or money orders
- Alcohol
- Side trips for recreation
- Any type of moving expense not considered to be reasonable

6. Reports/Charts/Forms/Attachments/Cross References
N/A

7. Maintenance
Office of the Controller; updated whenever an external reporting requirement is added or changed.

8. Signature

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<tr>
<th>Signature on File</th>
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<tr>
<td>Jennifer Taylor, VP Admin</td>
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9. Distribution List
Internal/External

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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