Relocation Tips: Things to Know Before You Move

HELPFUL TIPS:

- Relocating employees move at their own expense. Some expenses can be direct billed to OSU. You must work with your department or hiring business center in advance to do so.
- No relocation expenses can be reimbursed prior to your start date.
- Relocation reimbursements take time to process as they are reviewed by several offices.
- Please review the [OSU FIS 415 – Moving/Relocation Policy](#) and [OSU Expense Summary Table](#). These will provide additional clarification on rates, taxability, and allowable expenses.
- Save all receipts while house hunting, moving, and temporary living, except for meal receipts.
- All travel expenses are reimbursable based on most direct route from your previous tax home to your new official OSU work station/location.
- Please note that you will only be reimbursed up to the moving allowance amount that was stated in your offer letter.

House Hunting
All house hunting expenses are taxable to the employee. Allowable house hunting expenses include:

- **Transportation between new and old location:**
  1. **Airfare** up to two round trips (two round trips for one individual or one round trip for two individuals) or
  2. **Private vehicle mileage** - reimbursed at the OSU rate per mile for up to two round trips or
  3. **Rental vehicle** - cost of rental vehicle plus fuel for up to two round trips.

- **Transportation in vicinity of new location:**
  1. **Private vehicle mileage** - reimbursed at the OSU rate per mile for up to 200 miles in the vicinity of new location, or
  2. **Rental vehicle** - cost of rental vehicle plus fuel.

- **Meals and Lodging:** OSU will reimburse up to 10 days total for meals and lodging between house hunting and moving. For example: You use two days during house hunting, which would leave eight days left for the move. Meals are reimbursed at OSU per diem rates and lodging is reimbursed at actual cost up to the OSU per diem rates (see [OSU Moving Expense Summary Table](#) for rates).

- **Miscellaneous Travel Costs:** Transportation to/from the airport, baggage fees, etc.

Moving Companies
Moving company expenses may be direct billed to OSU, if one of OSU’s Buy Orange vendors is used. (See [http://pacs.oregonstate.edu/buyorange/moving](http://pacs.oregonstate.edu/buyorange/moving)). Please contact your department or Business Center for details.

Moving
Some moving expenses are taxable to the employee (see the [OSU Moving Expense Summary Table](#) for details). Reimbursable expenses for moving include the following:

- **Transportation between new and old location:**
  1. **Airfare** - One-way trips for each "household" member as defined by the Internal Revenue Service (contact your department/Business Center for direct billing options), or
  2. **Private vehicle mileage** - reimbursed at the OSU rate per mile for up to two one-way trips, or
  3. **Rental vehicle** - cost of rental vehicle plus fuel.
**Meals and Lodging:** OSU will reimburse up to 10 days total for meals and lodging between house hunting and moving. Example: You use two days during house hunting, which would leave eight days left for the move. Meals are reimbursed at OSU per diem rates and lodging is reimbursed at actual costs up to OSU per diem rates (see **OSU Moving Expense Summary Table** for rates.) Keep in mind that if you are traveling by personal vehicle or rental car to your new location, you will only be allowed one night at each lodging place.

**Moving personal effects (reimbursed at actual expense):**
1. **Packing** for up to $1,000, including packing supplies (boxes, tape, etc.).
2. **Commercial moving company** can be direct billed, or paid for personally and reimbursed.
3. **Insurance** on personal effects
4. **Storage** for up to 90 days.

**Miscellaneous expenses:** Up to $1,500, which may include items like closing costs and utility hookups. This does not include refundable deposits, household furnishings, décor, or purchase of any other personal property during the moving process.

**Temporary Living**
All temporary living expenses are taxable. Allowable expenses are lodging and meals.

**Meals:** Reimbursed at OSU per diem rates for up to 45 days for the employee and any household members (see **OSU Moving Expense Summary Table** for rates).

**Lodging:** Reimbursed up to 45 days for the employee and any household members.
1. **Commercial Lodging** - reimbursed at actual cost up to OSU per diem rate, based on lodging receipts.
2. **Rental Property** – rental fee is prorated on an average daily amount over the 45-day timeframe.

**Receipt Requirements**

- Receipts and proof of payment are required for everything except meals. Original receipts must be submitted and the receipt must show the goods or services purchased. Proof of payment confirms that the transaction was paid or charged.

Links to OSU’s moving/relocation policies and resources:

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<tr>
<th>Resource</th>
<th>Website Link</th>
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<tbody>
<tr>
<td>OSU Contracted Moving Services</td>
<td><a href="http://pacs.oregonstate.edu/buyorange/moving">http://pacs.oregonstate.edu/buyorange/moving</a></td>
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**Questions?**
Contact your hiring department or business center.