Moving / Relocation New Employee Quick Facts

Welcome to Oregon State University - If you are receiving this information page, you have been given a moving/relocation allowance with your employment agreement.

This moving allowance is dispersed based on the following criteria:

- Internal Revenue Service Pub. 521 – Must meet the criteria to qualify for non-taxable moving expenses
    - Relocate more than 50 miles
    - Have the expectations to work full time at least 39 weeks in the next year
    - Must relocate within one year from start date (OSU ask that a claim be made within 6 months)
- Oregon State University FIS Policy 415 – Policy review for limits to days, amounts and other criteria as it relates to house hunting, moving, and temporary living. See Moving Expense Table for further details on limits.
        - House hunting is limited to pre-move functions that could include airfare, car rental, gas for the rental, lodging and meals. Not to exceed 10 days in conjunction with moving.
        - Moving is expenses related to moving personal items and house hold members from old location to new location the most direct route (per IRS). Not to exceed 10 days in conjunction with house hunting trips.
        - Temporary living is limited to lodging and meals post-move. Normally this would occur while waiting for permanent housing.
        - Miscellaneous expenses that may occur while in the process of moving such as connection fees, closing costs and limited to $1500
    - New employees are expected to move at their own costs. All moving expenses are reimbursed after your official start date and are based on original receipts except meals which are reimbursed at the per diem for the local area.
- Proposed reimbursements are audited by Business Affairs for compliance to IRS and OSU FIS policies. After review by Business Affairs, the processing department or Business Center will notify the new employee of what is taxable and non-taxable.
    - If expenses are non-taxable, the reimbursement will be processed through the accounts payable system.
    - If expenses are taxable, the reimbursement will be reported to Central Payroll for processing and taxation. This only occurs once a month and reimbursement is issued with actual wages. Note: Taxable moving reimbursement at the employee's fringe benefit rate.
- A few clarifications:
    - OSU has pre-negotiated moving contracts to offer discounts with moving vendors.
        - The hiring department can assist in this process. Note: These invoices can be direct billed to OSU no more than 60 days prior to start date.

Additional moving/relocation questions can be addressed to Business Affairs / Financial and Accounting Team.

Please take some time to review our dedicated moving webpage at: http://fa.oregonstate.edu/business-affairs