Frequently Asked Moving Questions

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1. What is the preferred method for paying a moving company? (Back to top)

The preferred method for paying moving companies is by having the moving company directly bill the university rather than having the employee pay the moving company and then reimbursing the employee. This is preferred because it prevents the employee from being subject to the 12,000 pound limit for household items and personal effects in addition to not being subject to the automobile moving restrictions. If the university is direct billed, the payment is made by KU Endowment Association. Requests for direct commercial carrier payments should be made to KU Endowment Association.

2. Is there a limit on the amount of household items that can be reimbursed? (Back to top)

Up to 12,000 pounds of household items can be reimbursed. The bill of lading from the moving company must include the weight.

3. Are bids from moving companies really necessary? (Back to top)

Unless the University is direct-billed, three firm-rate bids are required. The bid needs to include the cost of transportation, material and labor for packing and unpacking containers, appliance service, piano pick-up/delivery, and transit insurance.

4. Can the employee choose to do a self-move? (Back to top)

Yes. Employees can choose to move themselves if agreeable with the department. Expenses that may be reimbursed as nontaxable include rental costs and insurance of a moving van or trailer or mileage at $0.18 per mile for a private moving vehicle. The time required to undertake a self-move is considered normal working time for the employee. As long as the costs and time duration appear “reasonable,” no commercial carrier bids are necessary. However, if the costs and estimated time duration seem unreasonable, one commercial carrier bid may be required to establish the allowable maximum cost.

5. If an employee lives in a mobile home, can the employee be reimbursed for transporting the mobile home? (Back to top)

Yes. In lieu of paying for the moving household items, the employee may be reimbursed as nontaxable for one of the following:

- Up to $0.30 per mile if the employee moves the mobile home
- Commercial transportation of the mobile home including necessary tolls, charges, and permits. Payment can be made directly to the company or reimbursed to the employee.
6. **Can the employee be reimbursed for purchasing airfare for the family to travel to the new location?** (Back to top)

   Yes. However, it will be a taxable reimbursement. Only the employee’s portion may be reimbursed as non-taxable.

7. **Can the employee be paid for mileage if more than one car is driven to the new location?** (Back to top)

   One vehicle may be reimbursed with $0.18 as nontaxable and $0.29 as taxable. Each additional vehicle may be reimbursed $0.47 per mile. The reimbursement for each additional vehicle is taxable.

8. **What if the family members do not move with the employee at the same time?** (Back to top)

   Members of the employees family are not required to move at the same time as the employee. The employee may be reimbursed $0.18 per mile as nontaxable for one one-way trip for the family to drive from the old residence to the new. Additional trips are taxable. Airfare to transport family members must be reimbursed as taxable.

9. **Are employees allowed to separate their move into two or more portions?** (Back to top)

   The move may be separated into two or more portions as long is the employee is moving from a former primary residence to a new primary residence.

10. **If the employee has a two residences can the employee be reimbursed for moving items from both residences?** (Back to top)

    No. Only moving expenses from the employees primary residence may be reimbursed. Other residences (even if only a temporary residence) cannot be reimbursed.

11. **Can the employee be reimbursed for storage of household items?** (Back to top)

    Yes. Storage and insurance of household items can be reimbursed as nontaxable for a period of 30 consecutive days after the items are removed from the former residence and before being delivered to the new residence.

    If storage lasts longer than 30 days, the additional days are reimbursed as taxable.

12. **Is the employee allowed to be reimbursed for house hunting expenses?** (Back to top)

    House hunting expenses can be reimbursed. The expenses must be reimbursed as taxable.
13. If the cost of lodging exceeds state guidelines, can the difference be reimbursed as taxable? (Back to top)

Yes. The difference can be reimbursed as taxable.

14. How are items not allowed by state rules reimbursed? (Back to top)

Expenses not allowed by the state can be reimbursed as a taxable moving expense.

15. Are there special reimbursement rules for moving someone from overseas? (Back to top)

There are no special rules for paying for a move for someone moving from overseas. Airfare to transport family members must be reimbursed as taxable.

16. Can moving expense be paid for someone who receives an appointment for less than one year? (Back to top)

The moving policy does not allow for employees to be reimbursed for moving expenses unless they remain employed the University for a minimum of 12 months.

17. How is fiscal year determined? (Back to top)

The fiscal year is determined by the date the move begins. A move begins when items are loaded into the moving truck. If the move is crossing fiscal years, an encumbrance needs to be created for the entire amount of the moving expense.

18. What funds can be used for moving expenses? (Back to top)

The following funds can be use to pay for moving expenses—720, 721, 725. Other funds should not be used. When paying with fund 725, remember to include the KUEA Payment Verification Form with the moving expenses sent to Central Accounting Services.

19. How should office equipment be moved? (Back to top)

Office equipment should be moved separately from the household items and personal effects. The moving invoice for office equipment should be direct-billed to the university for the department to pay. Payment is similar to moving an office on campus—account, fund, dept. ID. Funds other than 720, 721, and 725 may be used.

20. Is there a time limit on when moving expenses can be claimed? (Back to top)

All moving expenses must be claimed within one year from the day the employee starts work unless there are certain extenuating circumstances.
21. If friends or family help the employee move can the employee be reimbursed for paying for their help or buying them a meal? (Back to top)

If the employee pays friends or family or buys a meal for them, the employee can be reimbursed for these expenses as a taxable reimbursement. Costs associated with packing, moving, and unpacking can only paid to an actual moving business. Meals and other subsistence items can only be incurred by members of the employee’s household.