

Relocation Reimbursements

Rice reports reimbursements of moving expenses in accordance with IRS regulations. All reimbursable expenses paid by either the individual or Rice, on behalf of the individual, must be treated as taxable wages with applicable income withholding, social security and Medicare taxes withheld. These taxable amounts are included with the wage and tax amounts reported on the W-2. *You are encouraged to consult your tax adviser regarding the impact of relocation on your taxes.*

Excerpts from IRS Pub. 521 – Moving Expenses and FAQ’s available at www.irs.gov. By searching for “Moving Expenses” at this website, Pub. 521 and other helpful documents are available.

Reportable Moving expenses are generally limited to one-way transportation, including lodging, of your household members along the most direct route to your new residence, transportation, parking and storage of household goods up to one month. A member of your household is anyone who has both your former and new home as his or her home. It *does not include* a tenant or employee, unless that person is your dependent.

Reasonable expenses do not include any side trips for sightseeing during the trip to your new home.

Travel by car may be figured based on actual expenses or the 2018 standard mileage rate of 17 cents a mile. Parking fees and tolls you pay in moving can be reported. If you use actual expenses, you can report gas for your car if you keep accurate receipts of each expense. You cannot report both gas and the standard mileage rate. You *cannot report* general repairs or maintenance, insurance or depreciation for your car.

You *can report* transportation and lodging costs while traveling, including the day you arrive. You can include lodging expenses in the area of your former home within one day after you could no longer live in your former home because the furniture was moved.

You *can report* expenses for only one trip to your new home for yourself and members of your household. However, all of you do not have to travel together or at the same time.

Household goods and personal effects – You may report the cost of packing, crating, and transporting your household goods and personal effects and those of the members of your household from your former home to your new home. You may:

- include the cost of storing and insuring household goods and personal effects within any period of 30 consecutive days after the day your things are moved from your former home and before they are delivered to your new home;
- report any costs of connecting or disconnecting utilities required because you are moving your household goods, appliances or personal effects;
- report the cost of shipping your car and your household pets to your new home;
- report the cost of moving your household goods and personal effects from a place other than your former home. The reporting is limited to the amount it would have cost to move them from your former home.

Rice generally reimburses the following moving expenses:

- Meal expenses.
- Pre-move house hunting expenses.
- Temporary living expenses.
- Storage expenses except those incurred in transit.

Rice generally does not reimburse the following moving expenses:

- Car tags.
- Driver's license.
- Expenses of selling a home.
- Expenses of breaking a lease.
- Home improvements to help sell your home.
- Loss on the sale of your home.
- Losses from disposing of memberships in clubs.
- Mortgage penalties.
- Real estate taxes.
- Refitting of carpets and draperies.
- Security deposits (including any given up due to the move).

No double deduction. You cannot use the moving expenses reported for reimbursement as a business expense deduction. You must decide if the expenses are moving expenses or business expenses. For example, expenses for travel, meals and lodging while temporarily working at a place away from your regular place of work may be deductible as business expenses if you are considered away from home on business. Generally, work at a single location is considered temporary if it is realistically expected to (and does in fact) last for one year or less.

Reporting of moving expenses

Please submit the Relocation Expense Form (available http://professor.rice.edu/images/professor/controllers/forms/Relocation_Form.pdf) along with receipts to the Controller's Office @ MS70 to the attention of either Teresa Brooks or Andrew Medrano (Teresa is at extension 4812 or blument@rice.edu and Andrew is at extension 3437 or aam11@rice.edu). Refer to Travel Policy No. 806 for more information regarding travel reimbursements. The account code used for relocation expenditures is 71645.