Procedure for Moving Expenses:

If you were allowed moving expenses as a part of your employment contract, please follow these steps for receiving reimbursement:

1. You should submit the receipts that support your moving allowance to your Dean/supervisor within 60 days of the move. If the total of your receipts is more than your allowance, please be sure to keep copies so that you may be include the deductible portion not reimbursed by Mercer on your tax return. You may submit receipts for any of the following expenses:
   - Cost of professional packers, crating, and transporting personal effects and household goods from your former home to your new home
   - Costs of shipping your car and/or transporting household pets
   - Costs of traveling from the old home to the new during the move (check Publication 521 for the current year mileage rate)

2. A RFP(request for Payment) should be submitted to the Accounts Payable Office for your moving allowance. All supporting receipts should be attached to that form.

3. Once submitted, your receipts will be reviewed to assure that your request meets the IRS rules for “accountable plans”. The amount of your reimbursement check will appear on your W2 as code “P” and will not be included in box 1 “Wages, Tips, and Other Compensation”.

4. If your were approved for reimbursement of any expenses not listed above, that portion of your reimbursement will be forwarded to Payroll. You will be issued a(payroll) check since that portion of your reimbursement will be considered taxable income and therefore subject to withholding tax.

5. Your moving expense reimbursement check(s) will be mailed back to the requesting Dean/supervisor unless otherwise noted on the RFP form.

Important to Note

-The mileage rate for moving expenses is NOT the same as Business travel. Please request accordingly.

-Reimbursed Moving expenses will appear on your W2 as information only. Moving expenses paid to you as authorized but not IRS qualified will be included with taxable compensation.