



[To submit a comment on this draft Policy please click here.](#)

**University of Pittsburgh
Relocation
Policy FN 15**

Implementing Executive: Senior Vice Chancellor and Chief Financial Officer
Responsible Unit: Financial Operations
Category: Financial
Effective Date:

I. Purpose

This Policy establishes a basis for reimbursement of relocation expenses when University funds, including unrestricted, restricted, and endowment funds, are to be expended for the relocation of full-time faculty or staff who are newly hired by the University or are being transferred to a new University location. This Policy also outlines the requirements and responsibilities for approving and processing expenses associated with the relocation of Newly Hired Employees or Transfer Employees.

II. Scope

This Policy pertains to the reimbursement of moving household items, personal travel associated with relocation, and temporary housing to new or transferring employees.

Relocation of laboratory, research equipment, or teaching materials as part of the relocation of faculty and staff are not considered household goods or personal effects and these expenses are considered ordinary and necessary business expenses of the University, which are addressed in University Policy [FN 28](#).

III. Definitions

Newly Hired Employee: A person who is accepting full-time employment, with the University of Pittsburgh, as faculty or staff.

Transfer Employee: A person currently employed at the University of Pittsburgh who has accepted a position as faculty or staff at another University of Pittsburgh location.

University Unit: A Responsibility Center, school, department, office or other grouping that would be responsible for hiring in their unit.

IV. Policy

The University may reimburse Newly Hired Employees or Transfer Employees certain relocation expenses. The decision of whether to offer relocation support is made by the University Unit hiring the employee, which will consider its budgetary restrictions and the competitive nature of the employees it is hiring.

A. Employees' Eligibility and Timing

The individual within University Units that approves the hiring of full-time employees is also authorized to offer relocation.

Only individuals accepting full-time faculty or staff positions, who have agreed to work a minimum of one year, are eligible to receive reimbursement of moving expenses. Individuals who receive this reimbursement, but who voluntarily terminate employment prior to completing one year of service, will be required to return to the University the moving expense benefit received. The University Unit whose account paid for the employee's move has the responsibility to immediately notify the University's Payroll Office, (412) 624-8079, and collect the above-mentioned benefit from the individual terminating employment.

Reimbursement must be made after the effective date of hire.

Reimbursement is considered taxable for federal income tax, social security tax, and Medicare tax. Please refer to the Payroll Department's [Moving Expense Reimbursement](#) Guideline for more information on tax consequences for these reimbursements.

B. Requirements for Reimbursement for Relocating Household Items

The Newly Hired Employee or Transfer Employee has the option to either (1) arrange their own move and request reimbursement for the expenses of moving their household goods from the University; or (2) request assistance with selecting and coordinating moving company services with the University's Department of Parking and Transportation Services (PTS) who will handle billing and payment of the coordinated moving expenses. Reimbursement allowability by item is detailed in the chart found in Section V below.

1. Employee Arranged and "Self-haul"

Newly Hired Employees or Transfer Employees wishing to arrange their move with a moving company or "self-haul" (rent a truck, pack, load, unload, etc.) may do so without contacting the PTS, but they assume the responsibility for the planning, preparation, and execution of their move.

2. University Arranged

If the employee requests assistance, University Units hiring the employee must make those arrangements through PTS. PTS is responsible for selecting a moving firm and coordinating that move with the employee.

C. Personal Travel when Relocating

Personal travel associated with relocation of a Newly Hired Employees or Transfer Employees employee may be reimbursed by the University and will be considered taxable income.

D. Temporary Housing Expenses

Temporary housing is normally a furnished apartment that is provided as the Newly Hired Employee or Transfer Employee looks for permanent housing. The University will not reimburse a Newly Hired Employee or Transfer Employee for temporary housing, unless the University Unit hiring that employee receives an exception as provided in Section VI below. If allowed to provide that reimbursement, the University Unit hiring the employee should review the necessity of the expense with the employee monthly.

V. **Reimbursement Allowability and Approval**

Unless granted an exception as provided in Section VI below, the University will reimburse relocation expenses for eligible employees according to the table below.

Service	Generally Allowable	Approval Required	
		Standard Approval	University Exception
Transportation Charges for Household goods	Yes	X	
Packing and Unpacking charges except dates and times when overtime rates are charged.	Yes	X	
Loading or unloading, packing or unpacking on Saturdays, Sundays, holidays or other times when overtime rates are charged	No		X
Packing Containers	Yes	X	
Insurance for coverage up to \$75,000 full replacement valuation	Yes	X	
Storage fees up to 30 days at origin or destination but not both.	Yes	X	
Extra pickups and deliveries	Yes	X	

Normal services of major appliances (defined as stove, refrigerator, washer, dryer, window air conditioning, etc.) to ensure safe transport and normal destination service (installation) for those items prepared for transportation at the origin of move.	Yes	X	
Special electrical or plumbing services in excess of regular services required to connect or disconnect appliance is not allowable.	No		X
Transportation of currency, money, coins, bullion, notes, securities, stock, stamps, wills, precious stones, jewelry, furs, and other articles or collections of extraordinary value	No		X
Moving alcoholic beverages, boats, recreational vehicles or equipment, trailers (camping or smaller), mobile homes, rock collections, household plants, shrubbery, firewood, lumber, bricks, or other items not normally considered as household effects.	No		X
Firearms, explosives, or other dangerous articles prohibited by law.	No		X
buildings (e.g., storage buildings, covered patios, etc.)	No		X
Transportation and related expenses for pets and animals.	No		X
Moving frozen or perishable items requiring special refrigeration service.	No		X
Shipment by moving van of a personal vehicle.	No		X
Exclusive use of moving van (immediate delivery with no stops to include other shippers' goods when weight of your goods does not meet minimum weight requirements of the van).	No		X

Disassembling or assembling pool tables, children's playhouses, storage buildings, shelving, worktables or counters, swing sets, swimming pools, TV antennae or cable hook up, and draining of waterbeds.	No		X
Housecleaning, cleaning of rugs or draperies, maid service	No		X
Removing or installing wall-to-wall carpet, drapes, mirrors, or related items.	No		X
Special electrical or plumbing services in excess of regular services required to connect or disconnect appliance	No		X
Temporary housing expenses	No		X
Real estate transactions such as selling (or settling an unexpired lease on) the old residence and buying (or acquiring a new lease on) the new residence, real estate taxes, financing, mortgage penalties, etc.	No		X

VI. Exceptions

Payment Processing Department will seek approval for exceptions to this policy through the approval hierarchy as established in Concur.

VII. Taxes

Relocation expenses are reported to the Payroll Department, by the Payment Processing Department, which records those expenses as gross earnings in the employee's pay in the subsequent pay period, with applicable taxes withheld.

Federal and Pennsylvania Taxes

Relocation expenses paid directly to a third party or reimbursed directly to an employee by the University are W-2 reportable with applicable taxes withheld including, federal income tax, social security tax, Medicare, Pennsylvania Commonwealth, and Pennsylvania local tax purposes.

For further tax clarification the Newly Hired Employee or Transfer Employee should contact their personal tax consultant.

VIII. Governance and Responsibilities

- A. University Units – When hiring or transferring a faculty or staff member, Units are responsible for determining whether to offer reimbursement of relocation expenses, consistent with this Policy, funding the cost of that reimbursement, and coordinating with PTS, as needed.
- B. Department of Parking and Transportation Services – PTS coordinates with outside vendors when a newly hired or transferring faculty or staff member elects to use such services.
- C. Payment Processing and Compliance – The Payment Processing unit is responsible for processing all expense reports associated with the reimbursement of relocation expenses made consistent with this Policy
- D. Payroll – The Payroll Department is responsible for processing relocation expense payments in the employees income for tax withholding purposes in compliance with IRS and Commonwealth of Pennsylvania regulations.

IX. Contact Information

This section provides the most appropriate contact information for those seeking information on interpreting the Policy.

Subject	Contact	Phone	Email
Relocation coordinated by University	Parking and Transportation Services	(412) 624-8801	relocations@pitt.edu
Exception for expense	Payment Processing and Compliance		PPTcustomerservice@cfo.pitt.edu
Payroll tax question	Payroll Department	412-624-7000, Option 3	

X. Related Authorities and Policies

[Moving expenses Reimbursement](#)

[Guidance under Section 132\(g\) for the Exclusion from Income of Qualified Moving Expense Reimbursements](#)

[Parking transportation Services Relocation Support](#)

[To submit a comment on this draft Policy please click here.](#)