Relocation Expenses Quick Reference Guide

Relocation Expenses and Reimbursement

This document provides a quick look at the policy governing relocation expenses and what to do in order to be reimbursed for those expenses.

Who qualifies for relocation expenses?

In order to qualify for payment or reimbursement of moving expenses, the employee must have reimbursement/expenses included as a formal and specific component in the original offer of employment (Letter of Offer) from UGA.

- The position must be a full-time, benefitted position and must last at least a year:
  - Two consecutive fall-spring or spring-fall teaching semesters for faculty appointed on academic year basis
  - Twelve consecutive months for all other annual faculty and employees
- Relocation expenses are paid only once per household if the employee's spouse is also employed by a State of Georgia or University System of Georgia agency.
- Current employees can receive relocation expenses if approved by a Vice President and if the Office of Planning and Budget Relocation policy is followed.
- The employee must accept the Letter of Offer and execute a Relocation and Moving Expense Agreement prior to incurring any expenses.

What can be reimbursed?

Items eligible for reimbursement must be:

- Actual, reasonable, and necessary expenses incurred in the process of relocating your primary residence, and
- Within policy guidelines and Relocation Moving Expense Agreement stipulations

What is excluded from reimbursement?

Some items are excluded from reimbursement such as:

- Interview expenses
- Expenses for moving office and lab equipment

How do I use a moving company?

UGA will pay moving companies directly with the following guidelines:

- Contracted Vendor – Armstrong Relocation (a.k.a United Van Lines)
  - Contact email Laura LaRue of Armstrong Relocation at lauralarue@goarmstrong.com or call 502-491-2807 (ext 3326) to schedule an estimate appointment.
  - Submit the completed estimate to your department for approval.
  - Armstrong Relocation will submit the invoice directly to UGA after the move is complete.
  - UGA will pay approved costs with Armstrong regardless of amount.
- Non-contracted Vendor
  - Invoices up to $24,999.99 can be submitted directly to Accounts Payable. Accounts Payable will route the invoice for departmental approval.
    - For invoices up to $24.999.99: A quote is strongly recommended prior to services being rendered.

  - Invoices of $25,000.00 and above: These must be contracted through the Procurement Office and are subject to State of Georgia competitive bidding regulations.
- Payments made directly to vendors are included on an employee's W-2 as taxable fringe benefits.

How do I get reimbursed?

- Employees can be reimbursed by submitting an Employee Request for Reimbursement of Relocation Expenses form including all receipts, paid invoices and other documentation to their department business manager.
- The funding department will make the approval decision, then submit the request to HR/Payroll using a Supplemental Pay Request in OneUSG Connect. For instructions, please see the tutorial Requesting Supplemental Pay in the OneSource Training Library.
- Reimbursement is then disbursed with payroll.
- **Note:** All moving expenses are reimbursed through payroll and are subject to supplemental taxation.

Additional Information

- If you have questions, please contact OneUSG Support at 706-542-0202 (option 1) or at oneusgsupport@uga.edu.
- Please view the Relocation Expenses policy document for additional information.