



"How to Process ..."

Moving/Relocation Expense

Moving expenses are paid as additional pay through the Payroll Office.

- Submit the completed Authorization for Moving Expense Reimbursement Form along with a completed Additional/Reduce Pay Request to the UND Payroll Office

Relocation expenses being paid should not exceed one month's salary or a "not to exceed" amount approved by the president or designee(s).

NDCC allows but limits payment to \$5,000 maximum if the employee is moving between state agencies and was employed more than one year at the first state agency.

IMPORTANT NOTE: Payments for moving expenses are taxable to the employee. Payments for these expenses are required to be reported to the Internal Revenue Service (IRS) and are included on the employee's W-2. IRS regulations require the University to withhold income tax, social security tax, and Medicare tax from payments issued for moving expenses. It is the employee's responsibility to contact the Payroll Office to discuss options available for W-4 changes, which determines the taxable rate used to calculate the withholding.