



PROCEDURE

CR2049

college
or
division

OFFICE OF THE CORPORATE CONTROLLER

REPORTING MOVING EXPENSE COMPENSATION

Revision 3 - dated 05-22-00
Revision 2 - dated 11-13-92
Revision 1 - dated 02-20-80
Revised - 01-26-74 (no revision number)
Revised - 03-20-64 (no revision number)
Original - dated 09-26-60

APPROVALS

Roseann Sieminski signed on 06-09-00

Assistant Controller, Bursar

Date

Kenneth Babe signed on 06-30-00

Corporate Controller

Date

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	CR2049	rev 3	date 05-22-00	by ALL

GENERAL:

Internal Revenue Service regulations require that the University must retain a record of reimbursement of moving expenses to employees or to a moving company on their behalf. Refer to HR73 and HR75 of the Policy Manual for the respective dollar amount limits. Any exceptions to this amount, needs the approval of the appropriate Senior University Officer.

PROCEDURE:

Itemizing Moving Expense Compensation

Administrative Officer

The "Moving Expenses Support Form" (Exhibit "A") is prepared for each employee move paid for by the administrative area. The Department of Purchases will provide the administrative area with estimates or give instructions to proceed with the move through University-approved vendors under contract. This information must be itemized and supplied on the Moving Expenses Support Form for each move made from one residence to another during a calendar year. The details of the payment are itemized on the form from information appearing on official University cash or purchasing documents.

Accounting Operations

The form is submitted to Accounting Operations with the receiving report or SRFC with attached receipts. The employee should retain a copy of the Moving Expenses Support Form for his/her tax records.

Payroll/Acct. Operations

Completed forms are accumulated by Accounting Operations, listed and submitted on a monthly basis to the Payroll Office where employee records are continually revised.

Recording Compensation on Form W-2 (Wage and Tax Statement)

Payroll Office

The federally taxable amount of the reimbursement is included in the employee's gross income as compensation for services, and is reported on the W2 to the employee and the Internal Revenue Service at the end of the calendar year. The non-taxable amount is included in box 13P on the W2.

After the last payroll for the calendar year has been charged to University departments, the Payroll Office begins preparation of the Form W-2 (Wage & Tax Statements, Exhibit "B"). An employee may receive the W-2 form earlier by submitting a written request to Accounting

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Operations.

Distribution of W-2 and "Moving Expenses Support Form"

Payroll Office

When the W-2 forms are completed, Payroll assures that all adjusted totals are accurate and the W-2 forms are mailed.

All W-2 information showing monthly and annual earnings and withholdings, as well as adjustments to the W-2 forms for moving expense compensation, are maintained in the Payroll Office.

An electronic disk of the W-2 preparation is made by the Payroll Office and delivered to the Associate Director of Accounting Operations who forwards it to the IRS District Office.

THE PENNSYLVANIA STATE UNIVERSITY
OFFICE OF THE CORPORATE CONTROLLER
REPORTING MOVING EXPENSE COMPENSATION

MOVING EXPENSES SUPPORT FORM

Sample - Actual Form Available at <http://guru.psu.edu/gfug/instruct/Public/8-23frm3.pdf>

PENNSTATE



MOVING EXPENSES SUPPORT FORM
[For Expenses Reimbursed / Paid by Penn State]

SRFC Doc. # _____

(Keep a copy for your records and submit)

Name: _____ PSU-ID: _____
Moving From: _____ Moving To: _____

	<u>Total Amount</u>	<u>Non-Taxable Amount</u>	<u>Federal Taxable Amount</u>
A. Transportation of Household Goods and Personal Effects (Moving Van, Truck Rental, Cars, etc.)			
Amount paid to you	_____	_____	_____
Amount paid to 3rd party	_____	_____	_____
<input type="checkbox"/> Check box if move is less than 50 miles further than current commute			
B. Travel & Lodging Expenses for moving from old to new home			
Date Arrival _____ Date Departure _____			
Lodging Exp: # of nights _____	_____	_____	_____
Meals: # of meals _____	_____	_____	_____
Personal Auto Mileage _____ @ _____ cents/mile	_____	_____	_____
		(up to 10 cents/mile)	(over 10 cents/mile)
Other form of transportation (please specify-air, car rental) _____	_____	_____	_____
C. Pre-move Househunting Expense			
Date Arrival _____ Date Departure _____			
Lodging Exp: # of nights _____	_____	_____	_____
Meals: # of meals _____	_____	_____	_____
Personal Auto Mileage _____ @ _____ cents/mile	_____	_____	_____
Other form of transportation (please specify-air, car rental) _____	_____	_____	_____
D. Temporary Living Expenses			
Lodging from _____ to _____	_____	_____	_____
Meals from _____ to _____	_____	_____	_____
E. Storage of Household & Personal Effects			
from _____ to _____	_____	_____	_____
		(up to 30 days)	(over 30 days)
F. Others - Specify			
_____	_____	_____	_____
_____	_____	_____	_____
(Note: Real Estate related expenses are also taxable for State)			
Total Paid to Employee	_____	_____	_____
Total Paid to 3rd Party	_____	_____	_____

Signature _____ Date _____

Receipts are required for all reimbursed expenses except meals and personal mileage



Form GER 27

