

**THE UNIVERSITY OF WEST FLORIDA  
REQUEST FOR APPROVAL TO PAY MOVING EXPENSES**

TO: Controller's Office  
Accounts Payable, BLDG. 20E  
accountspayable@uwf.edu

From Dept: \_\_\_\_\_

Dept Contact: \_\_\_\_\_

Dept Ph#: \_\_\_\_\_

\_\_\_\_\_  
NAME OF EMPLOYEE OR APPLICANT MOVING

\_\_\_\_\_  
BEG. DATE OF EMPLOYMENT

Home Phone No.

Work Phone No.

Moving From  
City/State

Moving To  
City/State

**JUSTIFICATION:** No commitment to expend University funds for payment of moving expenses shall be made without prior approval by the appropriate divisional Vice President. Payment of moving expenses for this employee/applicant is in the best interest of the University of West Florida for the following reasons:

The estimated cost of this move is:

The move will be made on or about the date of

NOTE: The employee/applicant has been advised that this payment is limited to the packing, shipping, and storage of household goods or a mobile home. If the cost of the move exceeds the approved cost and if the hiring department approves, a revised request must be submitted for approval of the additional cost. If the hiring department does not approve, the person moving will be responsible for the additional cost.

Moving expenses paid by the university or reimbursed to an employee are considered taxable wages to the employee, and are subject to Social Security tax of 6.20%, Medicare tax of 1.45%, and Federal Income Tax of 22%.

\_\_\_\_\_  
Hiring Dept. Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Divisional Vice President

\_\_\_\_\_  
Date

## **Employee Moving Expense Payment Instructions**

Moving expenses paid by UWF or reimbursed to the employee are considered taxable wages to the employee. The preferred method to pay for employee moving expenses is via reimbursement. This allows the required taxes to be withheld from the reimbursement and not from their net pay.

Employee Reimbursements - The employee will receive the authorized amount less Social Security tax of 6.2%, Medicare tax of 1.45%, and Federal Income tax of 22%.

Paid by PCard or Purchase Order (PO) - The employee's net pay will be reduced by the tax (moving expenses multiplied by Social Security tax of 6.2%, Medicare tax of 1.45%, and Federal Income tax of 22%) associated with the moving expenses paid via pcard or PO.

No matter the method of payment, the employee does not need to be in Banner as a vendor. If the department is paying via PCard or PO then the payee is the moving vendor. If reimbursing the employee, then the payment is included in the employee's paycheck.

### **If reimbursing the employee, send the following to Accounts Payable:**

- Direct Pay Request
- Request for Approval to Pay Moving Expenses form
- Receipts to document amount of move
- Offer letter that includes moving expense amount

Accounts Payable reviews the documentation and then submits to Payroll for processing.

Payroll will process the moving reimbursement on the bi-weekly payroll. The employee cannot be reimbursed until they start working at the university.

### **If paying via PCard send the following to Accounts Payable:**

- Request for Approval to Pay Moving Expenses form
- Receipts to document moving expenses
- Offer letter that includes moving expense amount
- Copy of the UWF-Detailed Report with Summary Data from the Pcard holder's Concur expense report
- Include the index you want us to use for payroll processing

Accounts Payable reviews the documentation and then submits to Payroll for processing.

Payroll will add the value of the moving expenses to the employee's wages as a non-cash amount on the bi-weekly payroll following the start date of the employee and receipt of the required documentation.

### **If paying via PO send the following to Accounts Payable:**

- Request for Approval to Pay Moving Expenses form
- Vendor Invoice approved by the department
  - Ensure Purchase Order number is listed on the invoice
- Offer letter that includes moving expense amount
- Include the index you want us to use for payroll processing

Accounts Payable reviews the documentation, processes the payment to the vendor, and then submits to Payroll for adding to the employee's taxable wages.

Payroll will add the value of the moving expenses to the employee's wages as a non-cash amount on the bi-weekly payroll following the start date of the employee and receipt of the required documentation.

If you have questions about required documentation please contact Billy Pollard, [wpollard@uwf.edu](mailto:wpollard@uwf.edu). If you have payroll questions please contact Kristie Peppers, [kpeppers@uwf.edu](mailto:kpeppers@uwf.edu).

If you have questions about moving vendors please contact Procurement at [procurement@uwf.edu](mailto:procurement@uwf.edu).

Last Updated: 8/30/2023

By: Billy Pollard