



College of Medicine
Office of the Dean
Financial Services

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MEMORANDUM

March 21, 2005

TO: Department Administrators

FROM: Jan Eller and Kathy Peck

SUBJECT: Additional Information on Reimbursement of Moving Expenses

This memo is to provide some supplemental information regarding moving expenses.

1. No moving expenses (including house hunting expenses and temporary living expenses) will be paid through the FCPA. This policy will be enforced for everyone, including Chairs.
2. All moving expenses must follow the University's moving policies and procedures. In the past, different policies and procedures existed for moving expenses paid through AEF compared to those paid through a UF account. This is no longer the case. There is one set of policies and procedures to be followed regardless of the fund source.
3. You can access the University's policies and procedures on **moving of household goods** by going to the purchasing website at – www.purchasing.ufl.edu. Once there, click on moving at the bottom of the list on the left hand side of the home page. Complete the "Approval to Pay Moving Expenses" form found on the website. Submit the form to Jan Eller for Dean's office approval. He will sign and return the form to you. Please note, the biggest change with the University's policies and procedures and the old ones for AEF, is that the faculty or staff member can not choose the moving company they want to use. Purchasing will select the moving company.
4. **Reimbursement for ancillary moving expenses** (usually paid out of pocket by employee) such as lodging, meals, travel, house hunting, etc. must be submitted to University Tax Services. See the attached memo for information regarding the Internal Revenue Services' position on these moving expenses. This memo is also available on the financial services website at www.med.ufl.edu/finance. Please make sure that the employee is given a copy of the attached memo. For additional tax questions, please contact Eric Davidson at 392-1324. To obtain reimbursement for the employee for these moving expenses, complete the "Approval to Pay Moving Expenses" form found at the purchasing website referenced above. Submit the form to Jan Eller for Dean's office approval. He will sign and return the form to you. Submit the signed form with all receipts to Eric Davidson at University Tax Services, 24 Tigert Hall, PO Box 113203. The employee will be reimbursed through payroll and will see the reimbursement in their paycheck net pay.

If you have any other questions, please feel free to contact Jan Eller or Kathy Peck. Thank you.