

UNC Charlotte Moving Reimbursement Instructions

Welcome to UNC Charlotte and the Charlotte community! We are happy to provide you a reimbursement to help with your moving expenses. There are limitations on what expenses can be reimbursed. For guidance, please see UNC Charlotte Moving Reimbursement Instructions on page 2 below. The reimbursement is taxable, and will take more than a month to process once submitted.

Steps

- Get 3 bids from professional moving companies. Bids should include: Shipment weight, number of cartons, charges for loading and unloading, and cost of transit insurance. If you are not using a professional moving company yourself, get 1 professional bid for cost comparison. Include cost for truck rental, packing supplies, mileage, etc for self-moving costs.
- Send this bid information to your Departmental Administrator who will complete the pre-approval form. This will help ensure the information provided is correct and that the reimbursement process goes as smoothly as possible.
 - Tell the Department Administrator which bid you prefer giving a reason if your preferred option is not the least expensive.
 - Once the pre-approval form is completed on behalf of a new hire and approved by all required parties, DocuSign will send it to you, the new hire, to review, and certify by entering your initials and clicking Finish.
 - You can then begin the moving process with the approved company.
- While moving, KEEP ALL RECEIPTS. Specifics of what expenses are allowed are explained on page 2.
- Track mileage and hotel receipts during house-hunting. Airfare is not reimbursable.
- Submit all receipts to your Department Administrator once your move is completed. The administrator will complete a moving reimbursement request which is submitted for multiple on-campus approvals. Be patient, it can take over one month for reimbursements to be approved and reimbursed. You may be asked to provide clarification or additional receipts if there are questions.

Important Notes

- The University cannot pay moving expenses on your behalf, we can only reimburse.
- Taxable: Again, please note that per federal law, moving reimbursements are taxable as a lump sum payment and you should expect approximately 35% in taxes to be withheld from the reimbursement.

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Guidelines for Reimbursable Moving Expenses

- All documentation and receipts that support the amount being requested are required to be maintained and submitted.
- “Moving-related expenses” covered via a Moving Reimbursement are outlined in detail in [OSBM Budget Manual Sections 6.8 and 6.9](#). Only specific expenses can be paid via state funds for moving expense reimbursements. Please make sure you review these sections in detail so you understand what can and cannot be reimbursed via State funds.
 - Only specific travel expenses can be paid via state funds. These are detailed in the [OSBM Budget Manual](#) and on the Reimbursement Request form. Additional costs are the responsibility of the employee. Notably:
 - Section 6.8:
 - The only items allowed to be covered are “household and personal goods,” which **excludes** items that require special handling such as animals, boats, airplanes, motor vehicles, antiques, satellite dishes, campers, woodworking equipment, workshop items, heavy machine equipment, and building materials.
 - The cost of packing, transporting, and unpacking is limited to 15,000 lbs.
 - Additional storage is not covered.
 - Expedited service, space reservation, and other special or non-routine services are not covered.
 - Section 6.8.2: Transit insurance costs are limited to the carrier’s required base coverage of \$0.60 per pound per article.
 - Section 6.8.3: Appliance connection/disconnection costs are allowed up to \$500.
 - Includes electrical, water, gas hook-up, household appliances, and connection of a single telephone.
 - Does not include “items considered unnecessary to household operations such as television antennas, cable connection, satellite dish, nor any type of power tools, nor other equipment associated with home workshops, hobbies, or other activities.”
 - Does not include utility deposits or running of utility lines.
 - Section 6.8.4: Mobile home moving costs are allowed up to \$1,000 in lieu of an allowance for loading, unloading, and insurance coverage.
 - Section 6.8.5: Employee travel & subsistence
 - For locating new residence (house hunting): Mileage is reimbursable for a max of 3 round trips: max 2 days/1 night each, max 6 days/3 nights total. **Airfare is NOT reimbursable**. Subsistence is allowed for each family member per trip, limited to state rates ([Travel Manual](#), VIII.1.1). Lodging allowed for one double room.
 - For day of moving: Mileage is reimbursable for a one-way automobile trip (max of two cars). **Airfare is NOT reimbursable**. Subsistence is allowed for each member of the family (see [Travel Manual](#), Section VIII.1.1). Employees have two days to complete the move. Lodging is allowed for one double room.
 - Moving-related expenses do not include those incurred for job candidates during recruitment (e.g., during on-campus interviews). See the [Travel Manual](#) for further information.