

## **Protocol 1003 Moving Expenses**

**Protocol Number: 1003**

**Effective Date: 6/1/16**

**Revised Date: 4/27/18**

### **Protocol**

Each predoctoral researcher moving to the Kansas City area from within the United States receives a moving allowance in the amount of \$1,000.00. Each predoctoral researcher moving internationally receives a moving allowance in the amount of \$2,000.00. Each predoctoral researcher residing in the Kansas City area at the time of acceptance does not receive a moving allowance.

Once eligible moving expenses have been incurred and paid for, predoctoral researchers must submit these expenses to the Graduate School office for approval within 30 days of incurring the expense. Expenses must be itemized with original receipts or other supporting documentation indicating the nature of the expense and proof of payment. Requests are processed via payroll after the predoctoral researcher's start date.

Alternatively, the Graduate School office can work with predoctoral researchers to select flights and arrange air travel to move to Kansas City. Eligible costs are directly applied to the moving allowance. Predoctoral researchers must reimburse GSSIMR for airfare that exceeds the amount of the allowance, or the amount can be deducted from the first paycheck(s).

This allowance may be applied toward expenses incurred to enable predoctoral researchers to move themselves, their family (if applicable) and personal household belongings from their previous city of residence to their new place of residence in the Kansas City area.

Examples of eligible moving expenses include (but are not limited to):

- Airfare and/or personal auto mileage (while en route from previous residence to Kansas City)
- Lodging (while en route from previous city of residence to Kansas City)
- Meals during the move trip
- Car rental
- Moving company expenses
- Storage of personal goods
- Temporary housing (for example, a hotel until an apartment or house can be secured, beyond the three weeks of transitional housing accommodations provided)

Moving expenses are taxable. Accounting calculates the associated taxes on the moving expense reimbursement and increases the reimbursement to cover the taxes. The total reimbursement is reported on the predoctoral researcher's payslip with appropriate taxes withheld. These amounts are then reported to the Internal Revenue Service along with a predoctoral researcher's other taxable wages.