

OREGON ACCOUNTING MANUAL

 <p style="font-size: 1.2em; font-weight: bold; margin-top: 10px;">STATEWIDE POLICY</p>	<p>NUMBER</p> <p>50.20.00</p>	<p>SUPERSEDES</p> <p>50.20.00.PO & .PR dated 07/01/2009</p>
	<p>EFFECTIVE DATE</p> <p>04/17/2018</p>	<p>PAGE NUMBER</p> <p>Pages 1 of 2</p>
<p>Division</p> <p>Chief Financial Office</p>	<p>REFERENCE/AUTHORITY</p> <p>5th U.S. Congress House Bill 1 Publication 15 (Circular E), Employer's Tax Guide 2018 Internal Revenue Code Section 132 (g) Internal Revenue Code Section 217 (k)</p>	
<p>Policy Owner</p> <p>Statewide Accounting and Reporting Services</p>		
<p>SUBJECT</p> <p>Tax Issues – Moving Expenses</p>	<p>APPROVED SIGNATURE</p> <p><i>George Naughton, Chief Financial Officer</i> <i>Signature on file</i></p>	

PURPOSE

This policy provides direction to agencies on tax issues associated with moving expense reimbursements.

APPLICABILITY

This policy applies to all state agencies as defined in [OAM 01.05.00](#).

POLICY:

101. The agency shall determine whether it agrees with the employee to pay moving expenses in accordance with DAS Chief Human Resources Office (CHRO) Policy No. 40.055.10 Current Employee Relocation and CHRO Policy No. 40.055.20 New Employee Relocation.
102. The agency shall only reimburse for eligible moving expenses, as identified in the CHRO policies referenced in paragraph 101.
103. As of January 1, 2018, all moving expense payments and reimbursements are, on their face, taxable. However, moving expenses for employees who are members of the Armed Forces of the United States who move pursuant to a military order and incident to a permanent change of station are eligible for non-taxable moving expense reimbursement. Contact DAS Oregon Statewide Payroll System (OSPS) for proper payroll coding.

PROCEDURES:

104. The employee submits a single moving expense claim along with supporting documentation.

105. The agency payroll office enters a gross pay adjustment for the taxable (or non-taxable if applicable) portion.
106. The expense amount net of taxes will be included in the employee's next electronic deposit or pay check.
107. OSPS will charge the payment to comptroller object 3810, Employee Relocation-Payroll.
108. Payments directly to vendors can be made through the Statewide Financial Management Application (SFMA). If paid through SFMA, the agency payroll office enters the gross pay adjustment for a non-cash taxable (or non-taxable if applicable) moving expense.