



MEMORANDUM

TO: Faculty and Staff

FROM: Robert Leonard 
Associate Vice President of Finance & Business Services

Laurel C. Long 
Associate Vice President of Human Resources

SUBJECT: Relocation Expenses

DATE: May 11, 2018

Recent changes to the Internal Revenue Code require that all moving expenses paid or reimbursed beginning January 1, 2018, be taxable to the employee and subject to tax withholding. This applies to the tax years 2018 through 2025 and excludes military-related moving expenses.

Therefore, the University has established some guidelines for relocation assistance. These guidelines will be used campus wide, effective June 1, 2018. The guidelines are available on the Business Services website (Scroll down to “Moving Expenses for Employees”):
<https://www.uah.edu/business-services/travel-information>

If you have any questions, please contact Business Services (ext. 6484).