

## J. Types of Expenditures

### 12. Moving/relocation expenses

- a. All moving expenses paid to or on behalf of an employee must be reported on the individual's W-2. Therefore, these types of payments must be made by the university. If the funds to cover these expenses are held in a Foundation account, a request for payment form to reimburse the appropriate university account may be submitted together with an invoice from the university to the Foundation or some other proof of payment, e.g. copies of invoices/receipts paid by the university.