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Recruiting, Moving, and Related Expenses

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Recruitment Expenses

Before an offer is accepted:

Payment of authorized recruitment expenses (such as mileage, airfare, lodging, and meals) incurred during the interview process is **not** taxable to the prospective employee. See Section XIV of the University Travel and Reimbursement Policy (discussed below) for more information.

After an offer is accepted:

After an offer of employment has been accepted, the employer/employee relationship is established. Travel expenses specifically for University business can still be reimbursed as previously discussed.

Pre-move house hunting expenses and other personal travel costs incurred by the employee and/or their family members, not directly related to University business, cannot be reimbursed. If a hiring department wishes to cover any costs of this nature, they should be paid in a taxable personal moving allowance (discussed below).

Personal Moving Allowances

With prior written approval by the hiring department, moving allowances may be offered to newly hired University employees up to 1/12 of their annual salary. The employee will receive this taxable allowance via payroll in a lump sum, less any applicable payroll taxes. Documentation for this transaction will be the offer letter.

At the discretion of the department, the moving allowance could be less than 1/12 of the annual salary. If so, documentation must also include a written document from the department on the agreed upon lump sum amount.

If a department wants the moving allowance to exceed 1/12 of the annual salary, approval from the area Dean or Vice President is needed.

See Section XII of the University Travel and Reimbursement Policy (discussed below) for more detailed information.

Reimbursement Procedures and Additional Information

Reimbursement procedures and additional information on allowed travel expenses and moving allowances can be found in the [University Travel and Reimbursement Policy](#).