MOVING EXPENSES REIMBURSEMENT POLICY

Overview
HRP will reimburse relocating residents up to $2,000 for actual moving expenses. To qualify for this reimbursement, a resident must be moving more than 50 miles and must not have been employed by Hawaii Residency Programs, Inc. during the previous 12 months. Requests for reimbursement and receipts must be submitted no later than 150 days from the date of hire. Policies and procedures governing the reimbursement of moving expenses will be determined using the IRS accountable expense plan. If an individual leaves HRP employment within three months of their contract start date, without good cause, they are not eligible for moving expense reimbursement. All documentation for reimbursement requests must be submitted after hire date using SAP Concur. (www.concursolutions.com). HRP will issue a W-2 in January reflecting the payment of moving expense reimbursement. The reimbursement will not be included as wages and will be reported in Box 13 of the W-2 form for informational purposes only. Subject to applicable changes by IRS

Itemized Receipts
Itemized/Detailed receipts and airline boarding passes must be submitted to be eligible for reimbursement. HRP will reimburse for the cost of coach air fare; the individual is responsible for the expense of any upgrades. A copy of the employee’s airline ticket must be submitted with other expense documents as proof of travel. “E-tickets” are acceptable as evidence of ticketing. A valid receipt is an original document from the vendor showing detailed itemization and proof of payment. The following are examples of valid receipts: itemized documents accompanied by a canceled check or credit card slip; itemized bills marked “paid”, dated and signed or showing a $0 balance; ground shuttle or taxi card receipts showing amount paid, to/from destination and date of travel; travel agent’s invoice showing $0 balance or last page of airline ticket; itemized cash register receipts indicating place of business and date of purchase; or signed itemized receipts on vendor letterhead indicating amount paid and date received.

Deductible Expenses
The IRS defines “deductible expenses” as the reasonable expenses associated with moving household goods and personal effects. Deductible expenses include the cost of travel (including lodging but not meals) from the former home to the new home. The resident is required to provide the program with original receipts of deductible moving expenses in order to receive the reimbursement. Residents should refer to IRS Publication 521 “Moving Expenses” available on-line for a list of deductible moving expenses. Click Here for a direct link to IRS Publication 521.

The price of a round-trip ticket to Hawaii is often less expensive than a one-way ticket. According to the IRS, only 50% of the round-trip airfare is considered a deductible moving expense, while 100% of a one-way ticket is deductible. Therefore, only 50% of your round-trip airfare will be eligible for HRP’s moving reimbursement. Please keep this in mind when purchasing your airline ticket.
Non-deductible Expenses
The IRS has identified certain expenses as “nondeductible expenses” and HRP will not reimburse for nondeductible expenses. For example, the cost of meals and temporary living expenses are not deductible. In addition, only actual expenses are deductible. For example, there is no reimbursement for the use of a free airline ticket (e.g., airline miles). The resident should refer to IRS Publication 521 “Moving Expenses” for a list of nondeductible expenses.

For additional questions, the resident should contact a tax advisor.

TIPS AND FREQUENTLY ASKED QUESTIONS

Note: These tips and FAQs only serve as a simplified guide. You are responsible for reviewing the IRS Regulations (Publication #521) for more detailed instructions.

CRATING & TRANSPORTING HOUSEHOLD GOODS
I’m shipping household goods through Fed Ex, UPS, USPS, etc.

1. Receipt:
   a. You must have a receipt indicating that it has been paid. Method of payment must be shown. An airway bill cannot be substituted.
   b. You must provide a list of what was packed, general categories okay (e.g., books, clothes).
   c. Reimbursements will only be allowed for shipping of items from initial place of residence (permanent residence or medical school) to Oahu.

2. Stamps: Stamps booklets/pages are not allowed, only actual postage.

3. Shipping Materials: Reimbursement is allowed for temporary shipping materials such as boxes, tape, bubble wrap, etc. You will not be reimbursed for durable items such as luggage, surfboard carriers, animal crates, etc.

Another person will be handling some shipping/travel, etc. arrangements. Can receipts be submitted showing charges in another person’s name?

1. Receipts which show your name or the name of a lawful dependent as either the shipping party or the receiving party will be accepted.

My pet will be shipped to me after I arrive in Honolulu. Will I receive reimbursement if airline payment is made by another party?

2. Receipts which show your name or the name of a lawful dependent as either the shipping party or the receiving party will be accepted.

UTILITIES
1. Deposits are not eligible. Actual connecting and disconnecting utilities are eligible.

TRAVEL TO HAWAII
I want to arrange my flight online, what should I consider before I book it?

1. Itemized receipt: You will need to submit an itemized receipt showing the passenger name, full flight itinerary, price and method of payment. A booking confirmation is not a receipt.
2. **Boarding passes:** You will need to submit your boarding passes, including all connecting flights, when submitting your receipts. If electronic, a screenshot is acceptable.

3. **Multiple destinations:**
   a. **Note:** This refers to a multi-destination itinerary, not a flight plan with normal layovers (direct).
   b. You must provide a comparable flight airfare as if you were flying directly to Oahu, using the same site and same date that you book your actual flight, to show the cost of a normal direct flight.
   c. If you cannot provide the above, you may be eligible for only the last leg of your flight.

4. **Upgrades:**
   a. You must provide a comparable flight (as noted in #3 above), using the same site and date prior to upgrading for your actual flight.

5. **One-Way vs. Round-Trip (RT):** Although RT may be cheaper, you will only be reimbursed for half of the amount if a RT is purchased.

**I have an overnight lay-over during my flight to Hawaii.**

1. The cost of lodging while traveling on ground is reimbursable. You must obtain a receipt from the hotel prior to check-out showing final payment with details, even if you used a travel website.

**I want to use my mileage awards or an airline companion pass.**

1. Only actual costs incurred are reimbursable.

**I want to arrange travel for a lawful dependent, what should I consider?**

1. **Spouse/Dependent with Different Last Name:** Provide documentation of marriage or birth certificate to show relationship.
2. **Pre-Travel Arrangements:** If you want to pre-pay, you must submit boarding passes upon actual travel. The above online flight arrangement guide also applies.

**I'm driving cross-country, what is eligible and what is needed?**

1. **Last Known Address:** You will need documentation (if it's not in ERAS) of your last address prior to relocating.
2. **Direct Route:** Only expenses incurred on a direct route of travel will be reimbursed. Expenses incurred on side trips and detours do not qualify for reimbursement.
3. **Gas:** You need actual gas receipts showing the amount of fuel purchased and the price. Credit card statements are never acceptable.
4. **Mileage:** You need to print out a driving map of all your destinations that also displays the final mileage count. You will only be reimbursed for the mileage for a direct route from your initial place of residence to your final destination on Oahu. Mileage for side trips and detours does not qualify for reimbursement.
5. **Hotel:** The cost of lodging while traveling is reimbursable. You must obtain a receipt from the hotel prior to check-out showing final payment and details, even if you used a travel website.
6. **Car Rental:** Not eligible.
**LODGING IN HAWAII**

*I need to stay at a hotel when I first arrive, what should I consider before I book it?*

1. **Hotel:** Your cost of lodging the day of arrival in Hawaii is reimbursable.

2. **Hotel Receipt:** You must obtain a receipt from the hotel prior to check-out, even if you used a travel website. A travel website receipt for the hotel will not suffice. This also protects you from “surprise” charges.

3. **Car Rental:** Car rentals are not eligible. If you book a package deal, you must submit a comparable pricing, without the car rental, using the same site and date prior to your actual arrangements.

**SPECIFIC TO INTERNATIONAL MEDICAL GRADUATES**

*My receipts are not in English, what do I do?*

1. Provide a typewritten or printed English translation.

*My receipts are not in US currency, what do I do?*

2. Provide documentation of actual currency conversion rates on the date of the receipt (e.g., online sites such as [www.xe.com/ucc](http://www.xe.com/ucc)).