

**UNIVERSITY OF CALIFORNIA SAN FRANCISCO  
EMPLOYEE TAXABLE INCOME**

RELOCATION EXPENSES		
	DESCRIPTION	
<p><b>Taxable</b></p> <p><b>(NCA 437160)</b></p> <p>(Report on employee's W-2, subject to withholding for FICA and income taxes)</p>	1	Travel expenses, meals, and lodging for pre-move house-hunting trips
	2	Meals and lodging while occupying temporary quarters in the area of the new job location
	3	Rental automobile costs incurred while the primary automobile is being shipped to the new location
	4	Meal expenses incurred while moving from the old residence to the new residence
	5	Qualified residence sale, purchase, and lease expenses (including home improvements, disconnecting utilities, mortgage penalties, real estate taxes, breaking a lease, security deposits)
	6	Loss on the sale of a home
	7	Any part of the purchase price of a new home or other costs associated with its acquisition
	8	Real estate taxes
	9	Expenses associated with the new location such as automobile registration, driver's license fees, refitting of carpets and draperies, connecting utilities
	10	Mileage reimbursement in excess of twenty (20) cents per mile
	11	Charges for storage greater than 30 days, except those incurred in transit and for foreign moves
<p><b>Non-Taxable</b></p> <p><b>(NCA 437160)</b></p>	1	Cost of moving household goods and personal effects (including in-transit or foreign-move storage expenses of 30 days or less)
	2	Expenses (including lodging but excluding meals) incurred in traveling from the former residence to the new residence
	3	<p>Deductible moving expenses reimbursed by an employer, or paid to a third party on behalf of an employee, if the expenses meet <b>all three</b> of these tests:</p> <p><u>Related to Start of Work</u> The move must be made in connection with the commencement of work at a new job location and the moving expenses must be incurred within one year from the time the employee first reports to the new job.</p> <p><u>Time Test</u> During the 12-month period immediately following the move, the individual must be employed full time for at least 39 weeks.</p> <p><u>Distance Test</u> The new job location must be at least 50 miles farther from the individual's former principal residence than the former principal job location.</p>

<b>EDUCATION (TUITION REIMBURSEMENT)</b>		
		<b>DESCRIPTION</b>
<b>Taxable (NCA 437555)</b>  (Report on employee's W-2, subject to withholding for FICA and income taxes)	1	Education assistance exceeding \$5,250 per year (includes tuition, fees, books, supplies, and equipment). Includes undergraduate and graduate level courses.
	2	Education expenses needed to meet the minimum requirements for the employee's present employment
	3	Expenses for education undertaken to fulfill general education aspirations or for other personal reasons.
	4	Educational expenses that is part of a program of study that will lead to qualifying the employee for a new trade, or business, such as a Phd., Medical Doctorate, Juris Doctorate, or CPA.
<b>Non-Taxable (NCA 437540)</b>	1	Educational assistance under \$5,250 per year.
	2	Education expenses incurred to maintain or improve skills required in the employee's current job, or to meet the express requirements of the employee, or the requirements of law or regulations imposed as a condition to retaining the employee's salary, status, or employment.

<b>UNIFORM ALLOWANCE AND REIMBURSEMENTS (INCLUDES CLEANING)</b>		
		<b>DESCRIPTION</b>
<b>Taxable (NCA 436550)</b>  (Report on employee's W-2, subject to withholding for FICA and income taxes)	1	Uniform allowance or reimbursement under a non-accountable plan (unsubstantiated)
<b>Non-Taxable (NCA 436550)</b>	1	Uniform allowance or reimbursement under an accountable plan (substantiated)
	2	Uniforms are specifically required as a condition of employment, and are not worn or adaptable to general usage as ordinary clothing.

GIFTS / AWARDS		
	DESCRIPTION	
<p><b>Taxable (NCA 437690)</b></p> <p>(Report on employee's W-2, subject to withholding for FICA and income taxes)</p>	1	<p>Generally, the fair value of an award or prize given by an employer is taxable to an employee as a wage, included on the W-2, unless it qualifies as de minimis.</p> <p>Note: If an award exceeds the value or frequency limitations for de minimis, the entire award is included in the employee's wages, not just the portion that exceeds the de minimis limits.</p>
	2	A length-of-service award received during the employee's first 5 years of employment.
	3	<p>Regardless of the cost of an award or its fair market value, the following awards are taxable as a wage to an employee:</p> <ul style="list-style-type: none"> <li>✓ Cash or cash equivalent awards, such as savings bonds or general merchandise gift certificates.</li> <li>✓ Recognition awards, cash or non-cash for job performance unless they are qualifying de minimis fringe benefits</li> <li>✓ Non-cash prizes (unless de minimis) won by employees from random drawings at employer sponsored events.</li> </ul>
<p><b>Non-Taxable (NCA 437690)</b></p>	1	<p>Certain prizes and awards given for charitable, scientific, artistic or educational achievement are not taxable to the recipient if transferred to a charitable organization and meets the following requirements:</p> <ul style="list-style-type: none"> <li>✓ Award is for past achievement</li> <li>✓ Recipient is selected without entering any contest</li> <li>✓ No substantial future services are required</li> <li>✓ Recipient transfers the award to a charitable organization <i>prior to receiving the benefit</i>.</li> </ul>
	2	<p>A prize or award that is of nominal value and is provided infrequently, if it is not cash or a cash equivalent. Prizes or awards that are given frequently to an employee do not qualify as an excludable de minimis award, even if each award is small in value.</p> <p>Note: Generally, a \$25 limit is imposed on business gifts.</p>
	3	<p>Achievement awards up to \$1,600 (\$400 for nonqualified awards). This exclusion applies to the value of any tangible personal property an employee receives as an award for either length of service or safety achievement. The exclusion does not apply to awards of cash, cash equivalents, gift certificates, or other intangible property such as vacations, meals, lodging, tickets to theater or sporting events, stock, bonds, and other securities.</p>

HONORARIUM		
		DESCRIPTION
<b>Taxable (NCA 437630)</b>  (Report on employee's W-2, subject to withholding for FICA and income taxes)	1	Honorarium payments made to employees are made through the Payroll Department. Such payments are subject to withholding for income and employment taxes and are reported on the employee's W-2.
	2	As a general rule, an individual who assigns or transfers compensation for personal services to another individual or entity is not relieved of Federal income tax liability, regardless of the motivation behind the transfer. Thus, an honorarium is reportable as additional income to the individual performing the services, even if the actual payment is made to a third party.
<b>Non-Taxable</b>		N/A

OTHER TAXABLE INCOME		
		DESCRIPTION
<b>Taxable</b>  (Report on employee's W-2, subject to withholding for FICA and income taxes)	1	Reimbursement for Gym Membership. (NCA 433615)
	2	Payment for employee parking at the employee's primary worksite exceeding \$215 per month. (NCA 434316) *
	3	Personal use of University provided vehicle or auto allowance (processed through Campus Payroll)
	4	Unsubstantiated travel expenses 120-days after the end of the trip (NCA 437010 or 437050)
<b>Non-Taxable</b>	1	Business travel expenses (NCA 437010 or 437050)
	2	Employee parking at the employee's primary worksite under \$215 per month. (NCA 434316) *
	3	Research Subject Payments (includes payments made to participant in studies, blood donors, etc.) (NCA 434390) **

\* The cost of employee parking at the employee's primary work site is considered a personal expense to be incurred by the employee. Such costs cannot be charged to University funds.

\*\* Research Subject payments are reported on the Form W-2 as taxable income, but are not subject to tax withholding.