Temporary Overseas Assignments (TOAs)
Training for business administrators

Treasurer’s Office
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Topics

• TOA policy and objectives
• Pre-assignment preparation
• Travel and other expenses & processing
• Tax matters
• Other points
TOA Policy

Temporary Overseas Assignment (Financial & Administrative Policy 2.1.34)

Effective September 2016

Responsible Offices:
• Treasurer’s Office
• Human Resources
• Provost’s Office
TOA Policy

What is a Temporary Overseas Assignment (TOA)?

• Active status employment
• Faculty or staff (includes student-employees)
• Outside “Home Country” (generally, Home Country = US)
• Between 3 months and 12 months consecutively in one Host Country location
TOA Policy

What *is not* a Temporary Overseas Assignment (TOA)?

- Sabbaticals
- Study abroad
Policy Objectives

The university will generally bear the costs.

The Assignee (employee) is responsible for:

- Helping UC to minimize those costs
- Their own compliance with Host Country laws
- Their own compliance with UC’s Code of Conduct ([University Rule 10-17-03](#))
- Much of their own preparation
  - Administrative offices will largely assist
Pre-Assignment Preparation

Permission to live and work in the Host Country

- UC pays for visa expenses, work permits, residency permits
- Assignee pays for their own passport expenses
- Work authorization, if required, must be granted before the Assignee departs for the Host Country.
Pre-Assignment Preparation

Assignee is responsible for:

- Reviewing w/ their supervisor the specific job requirements
- Reviewing and understanding the TOA policy
- Obtaining applicable visas, work permits, etc. required by the Host Country
- Reviewing the international health care plan, as applicable (Policy section 6.0, Health Care)
Pre-Assignment Preparation

Assignee is responsible for:

• Understanding the expense reimbursement procedures
• Completing either an in-person or online overview of potential personal tax consequences
• Arranging individual travel plans
• *Recommended* medical examination
  – May be required by Host Country
  – UC will pay for out-of-pocket costs only if not covered by university’s medical plan
• Addressing other assignment issues as needed
Pre-Assignment Preparation

Memorandum of Understanding (MOU)

Template is available from Treasurer’s Office
Specifies the assignment’s purpose, location, duration, and *allowance amounts*

Signed by:
- Dean
- Department Head
- Assignee
- Provost (if exceptions to University Policy)
- Office of General Counsel (via ESM, not A910)
Travel & Other Expenses

Getting There and Back

Transportation to and from Host Country location

- UC pays, per Travel Expenses policy

Air-shipping of personal goods

- One “D” size container
  - Department will provide Assignee w/ contact info for university’s moving vendor
- OR baggage fees for up to four bags
- UC will not pay for sea or ground shipping
Travel & Other Expenses

Staying There

**Lodging**

UC will provide either:

- Furnished accommodations, whenever possible;
- Unfurnished accommodations, with rental furniture and household necessities including utilities; OR
- A “lodging allowance”
  - Up to 50% of the US State Dept. lodging per diem rate
Travel & Other Expenses

Staying There

Meals & incidental expenses

UC will provide a “living allowance”

• To be set by department/college, with Dean/VP approval
• Daily rate of 0% to 50% of the US State Dept meals and incidental expenses (M&IE) rate
• Amounts over 50% are subject to approval by Tax Compliance
Travel & Other Expenses

Staying There

Meals & incidental expenses

UC will provide a “living allowance”

• Intended to cover:
  – Food at home (groceries) and away from home
  – Personal care and laundry
  – Recreation
  – Public transportation (taxi, bus, etc.) excluding airfare
  – Other expenses
Travel & Other Expenses

Staying There

Meals & incidental expenses

UC will provide a “living allowance”

- Designed to alleviate Assignee’s need to obtain receipts for later reimbursement
- Expenses covered by the living allowance are not permitted to be paid for with a UC P-card
Travel & Other Expenses

Staying There

Lodging, AND Meals & incidentals

• For both the “lodging allowance” & “living allowance”:
  – Received by Assignee on a monthly basis
  – First lodging/living allowance payment will be included in the Assignee’s payroll as an advance, to be recovered over next two monthly payroll periods
  • Via PCR, wage type 0ZTA, TOA Temp. Advance
Travel & Other Expenses

Staying There

Lodging, AND Meals & incidentals

• For both the “lodging allowance” & “living allowance”:
  – After first payment, Assignee is required to submit travel information supporting additional payments, which will be made through Accounts Payable. Monthly reports are required for tax-free treatment.
  • No, they can not wait until the end of the trip
Travel & Other Expenses

Staying There

Transportation in Host Country

- UC will provide transportation as appropriate for that location
  - Could be rental car, university vehicle, a transportation allowance, or an additional allowance for public transportation for personal use
  - Travel outside the Host Country location for business purposes will be per the Travel Expenses policy
Travel & Other Expenses

Staying There

Other expenses

• Temporary Assignment Allowance
  – Intended to cover non-reimbursable expenses, including
    • Expenses for the Home Country (US) residence, such as property management, storage of personal goods, lease-breaking fees, etc.
    • Other travel or immigration expenses for Assignee or visiting family
  – Up to $500 for ≤ 6-month stay, or $1000 for > 6 months
  – One-time lump sum at beginning of assignment, via PCR, wage type 0ZAE, TOA Temp. Assign., for the $500/$1000 net amount
  – Will be grossed up for taxes, to be applied automatically
Travel & Other Expenses

Staying There

Benefits

• Retirement
  – Maintain status quo

• Health Care
  – Assignee’s responsibility to verify overseas coverage with their insurance provider
  – UC employees and their eligible dependents, covered under UC’s medical plan prior to the assignment, will be covered under Anthem’s BlueCard Worldwide program while traveling abroad
Travel & Other Expenses

Returning Home

Pre-Departure

• Assignee is responsible for any requirements to vacate their lodging site
  – Giving notice to landlord and utility providers
  – Notifying immigration authorities

• Assignee may use the services of a local vendor to help with these “leaving” processes

• Assignee is responsible for any costs of damages, and for returning any UC-paid security deposits
Tax Matters

Written guidance for Assignees is now being produced.

Our consultant (Deloitte) will assist with providing guidance to each Assignee, prior to their departure.

- Consultation meeting in person or via phone

Tax neutrality for Assignees is UC’s intent.

UC will pay for tax return preparation services, if the Assignee utilizes Deloitte for that task.
Other Points

Accompanying family

• Family members may accompany, subject to university approval, at the Assignee’s own personal expense
Other Points

**Home Leave**

- For assignments of more than one continuous Home Country (US) semester:
  - At the end of each semester, UC will pay for one trip to the Home location, under our Travel Expenses policy
  - Tax-free if reported under a Travel Expense Report (A113)
  - Vacation time must be used for time not spent on UC business
Other Points

**Home Leave**

- In lieu of a Home Leave trip:
  - UC will pay for one Travel Designated Person to travel to the Host Country location
    - One round-trip coach-class airfare
  - Taxable to Assignee, via PCR wage type 0ZDP, TOA Travel Visit (memo post for tax calc)
    - Gross-up for tax is not anticipated (employee’s responsibility)
Thank you!

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