

# Moving Expense Reimbursement Policy



## Introduction:

- Agreement for reimbursement of moving expenses should be established as a part of the employment offer and requires approval of the designated hiring official.
- The College will comply with all applicable federal and state income tax withholding and W-2 reporting requirements for reimbursement of moving expenses.
- The reimbursement cannot be processed or completed until the new employee being reimbursed has completed all electronic onboarding tasks and I-9 verification in Workday and the Human Resources Department. The reimbursement will be paid through the payroll system after the employee's first day of work.
- Staff who receive moving expense assistance from the College will be required to repay the amount back to the College if they voluntarily leave the College for any reason within 3 years from their date of hire, unless otherwise waived by Human Resources.

## Reasonable Moving Expenses:

- The College expects to reimburse all reasonable and necessary expenses incurred for moving to the College. The College expects that the cost of moving from an employee's former residence to their new residence will be the shortest, most direct route available by conventional transportation.
- It is expected that moving staff will exercise prudent judgment when incurring expenditures consistent with the flexibility afforded by policies and guidelines.
- The total amount reimbursed by the College may not exceed the amounts indicated in the conditional offer of employment.

## Taxability:

Reimbursement for all moving expenses is subject to income and employment tax withholding and reported on the employee's annual Form W-2.

## Eligible Individuals for moving expense reimbursement are defined as:

- a. A new employee moving to a qualified job. A qualified job is defined as a new full-time job for the employee, and is expected to last at least 39 weeks during the first 12 months after you arrive in the general area of your new job location (39-week test), and is at least 50 miles farther from the former residence than the old job was from the former residence.
- b. A member of the employee's household. A member of an employee's household is anyone who has both the former and new residence as his/her home. It does not include tenant or employee, unless that person is a dependent of the employee. For the purposes of this policy "Adult" reimbursement will be made for dependent child(ren) age twelve (12) to nineteen (19) living in the same household. "Child" reimbursement will be made for persons under age twelve (12).

## "Eligible" Moving Expenses reimbursed by the College are defined as:

- a. Expenses incurred within one (1) year from date of hire.
- b. Expenses for moving household goods and personal effects.
- c. Traveling expenses (including lodging and meals) from the former residence to the new residence, by shortest and most direct route available.
- d. If traveling by car, the employee can either keep an accurate record of actual gas and other travel expenses such as tolls along with all receipts **or** compute with IRS moving mileage rates. If traveling by rental truck, the employee must keep an accurate record of actual gas expenses along with all receipts and submit with the *Moving Expense Reimbursement Form*. The College will reimburse the employee for Mileage or Gas/Toll cost for one personal car and gas cost for one rental truck if the employee decides to move him or herself. The College will not reimburse the employee for charges for labor of any member of the employee's immediate family (i.e. spouse, children, parents, grandparents, uncle, aunt, cousin, etc.) or a friend of the employee.

- e. Expense for storage of household goods up to thirty (30) days (after removal of the goods and personal effects from the former residence and before delivery to the new residence.)
- f. The employee must submit charges for reimbursement within one (1) month of incurring the eligible expense and within one (1) year from date of hire.
- g. Please note meal expenses will only be reimbursed up to the suggested Per Diem set by College policy.
- h. Temporary living expenses incurred for temporary living arrangements (in MICA housing or local hotel arrangements) while relocating near the College.

**Limitations to “eligible” expenses for moving household goods and personal effects:**

- a. To receive approval for expense reimbursement for the moving of household goods through a moving company, the employee must provide three quotes from separate companies. Copies of these quotes must be submitted with the reimbursement request.
- b. The College will not reimburse an employee for additional personal property insurance over and above that supplied by the mover to cover fair market value of goods.
- c. If the employee chooses to move him- or herself by U-Haul or other conveyance, the College will reimburse the employee 100% for actual documented expenses supported by original receipts and gasoline cost or IRS moving mileage rate if the employee’s personal vehicle is utilized in the move. This is subject to the cap set in place by the College.
- d. The College will not reimburse the employee for charges for labor of any member of the employee’s immediate family (i.e. spouse, children, parents, grandparents, uncle, aunt, cousin, etc.) or a friend of the employee.

**Types of Reimbursement:**

After all forms and receipts have been processed and Human Resources has approved and authorized reimbursement to the staff employee, the reimbursement will be paid through the payroll system after the employee’s first day of work.

**Tax Withholding and Estimated Tax Disclaimer:**

The College is not responsible for the interpretation, documentation, or filing of tax information for the individual employee with regard to moving expenses. Please consult current IRS regulations in reference to deductible amounts and limitations and/or discuss the tax consequences of this policy with a personal tax advisor.

**Unallowable Expenses or Expenditures Not Reimbursable:**

- Tips should not be included in the cost of any expense. This includes but is not limited to tips for meals, porters, taxi drivers, movers, etc.
- Personal entertainment, airline travel club fees, movies, sporting events, etc.
- Purchase of clothing, toiletries, barber/hair salon, shoeshine, laundry, valet service charges, automobile upgrades, etc.
- Costs incurred by failure to cancel transportation, hotel reservations, or other travel-related activities.
- The College will not reimburse an employee for additional personal property insurance over and above that supplied by the mover to cover fair market value of goods.
- Employees should not accept insurance offered by auto rental agencies as this expense is not reimbursable.
- The College will not reimburse the employee for charges for labor of any member of the employee’s immediate family (i.e. spouse, children, parents, grandparents, uncle, aunt, cousin, etc.) or a friend of the employee.
- Expenses for moving animals, camper trailers, boats, and other non-household items will not be reimbursed by the College.
- Cost of personal credit cards.
- Loss of personal property or funds and/or damage to personal car or property.
- Parking tickets or traffic violation fines.
- Child care expenses.
- Living expenses applicable to days by which the move from the former residence to the new residence is extended for personal reasons.

**Guidelines for Completing the *Moving Expense Reimbursement Form*:**

Request for reimbursement of moving expenses should be made using the *Moving Expense Reimbursement Form*.

- *Moving Expense Reimbursement Forms* must include the original signature of the traveler and the individual authorized to approve the reimbursement.
- Employees can only be reimbursed through the payroll system.

- All expenses must be clearly and correctly described and represent money actually expended on behalf of the College for moving purposes.
- The substitution of an item of expense not actually incurred, for another expense that was incurred is prohibited.
- Prepare expense reports legibly. Alterations must be initialed.
- Unusual items must be explained. Do not use the terms “incidentals” or “Miscellaneous.”
- All expenses incurred must be broken down by day.
- Show actual dates of departure and return.
- Destination points must be listed on the *Moving Expense Reimbursement Form* with a print out of starting and ending destination points with estimated mileage from MapQuest or Google maps.
- Attach ALL ORIGINAL RECEIPTS for any expenditure of \$5.00 or more. Statements or photocopies are not to be used.
- Hotel itemized bill receipts must always be attached. A credit card slip alone does not satisfy the receipt requirements.
- For air travel a receipt listing the amount the traveler paid must be submitted.
- Receipts for meals should be attached.
- Alcoholic beverages and tips should not be included in the cost of the meal. Neither expense will be reimbursed by the College.

#### Acceptable Receipts:

- Receipts must have an itemized listing of all charges.
- The following is a table with examples of acceptable receipts:

Item	Receipt	Details
Moving Company	Yes	Estimated quote and final receipt of payment must be submitted.
Mileage (per IRS moving mileage rates)	Yes	Destination points must be listed on the <i>Moving Expense Reimbursement Form</i> with a print out of starting and ending destination points with estimated mileage from MapQuest or Google maps. <a href="#">IRS Mileage Rates</a>
Gas	Yes	An accurate record of expenses and all receipts must be submitted.
Tolls	Yes	If not automatically provided to you, the attendant can provide you with a receipt.
Air/Rail/Bus	Yes	Receipts listing the amount the traveler paid must be submitted.
Rental Truck	Yes	Agreement for Rental Truck is necessary for the receipts of payment.
Rental Car (Compact only)	Yes	Agreement for Rental Car is necessary for the receipt of payment.
Taxi/Limousine	Yes	Receipts must be submitted. Tips are not reimbursable.
Parking Fee	Yes	Receipt or parking stub must be submitted.
Lodging	Yes	Original receipts (hotel's itemized bill) must be submitted. A credit Card slip alone does not satisfy the receipt requirements.
Telephone	No	Personal telephone calls are not reimbursable.
Portage	No	Portage is not reimbursable.
Meals	Yes	Receipt must be included. Alcoholic beverages and tips are not reimbursable.

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# Moving Expense Reimbursement Form



Please attach all original receipts to this form and submit to Human Resources

Employee's Name \_\_\_\_\_ Hire Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Department \_\_\_\_\_

Traveling From (City, State, Zip Code): \_\_\_\_\_ Total Mileage: \_\_\_\_\_ Miles

Traveling To (City, State, Zip Code): \_\_\_\_\_ Employee ID # \_\_\_\_\_

Day - Date	Day Total					Total
	1 -	2 -	3 -	4 -	5 -	
<b>Shipping Household</b>						
Moving Company						
Rental Truck						
Gas for Rental truck						
Tolls for Rental Truck						
<b>Expenses for Personal Auto</b>						
Mileage (per <a href="#">IRS Mileage Rates</a> )						
<b>OR</b>						
Gasoline (not eligible if using mileage)						
Tolls (not eligible if using mileage)						
Airfare (Coach only)						
Rental Car (Compact only)						
Taxi/Bus/Shuttle/Parking						
<b>Lodging:</b> Max \$144 <i>plus tax per night</i>						
<b>Maximum Meal Allowance</b>						
Adult** \$61 per day						
Child** \$30.5 per day						
<i>Alcoholic beverages and tips are not reimbursable</i>						
<b>Additional Expenses:</b>						
<b>Additional Expenses:</b>						
<b>Additional Expenses:</b>						
<i>List each Additional Expenses description and amount below.</i>						
** See "Eligible" Moving Expenses in the Moving Expense Reimbursement Policy for details.					<b>GRAND TOTAL:</b>	

**Additional Expenses:** \_\_\_\_\_

NOTE: Charges for labor are to be receipted and cannot be reimbursed to friends or members of the employee's immediate family. (See "Eligible" Expense Limitations in the Moving Expense Reimbursement Policy for details). **All reimbursements are subject to IRS tax regulations at time of reimbursement**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Code: 111001 - 110 - 62016 - 1901

Approver's Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_