

GOSHEN COLLEGE  
MOVING EXPENSE REPORT

Effective January 1, 2009

Name \_\_\_\_\_ Date \_\_\_\_\_

Former Address \_\_\_\_\_

New Address \_\_\_\_\_

GC Position \_\_\_\_\_ Total number of miles moved \_\_\_\_\_

**\*\*NOTE: RECEIPTS ARE REQUIRED FOR REIMBURSEMENT\*\***

A. Transportation and storage of household goods and personal effects:

Truck, trailer, gas, incidental expenses 1 \_\_\_\_\_

B. Travel and lodging expenses:

Lodging enroute (including day of arrival) 2 \_\_\_\_\_

Personal car expenses:

Parking and tolls 3 \_\_\_\_\_

Actual gas and oil expenses 4 \_\_\_\_\_

OR

\_\_\_\_\_ miles x .24 per mile 5 \_\_\_\_\_

TOTAL EXPENSES 6 \_\_\_\_\_

x 80% reimbursement rate

TOTAL REIMBURSEMENT AMOUNT 7 \_\_\_\_\_

(subject to maximum)

Maximum reimbursement (from table on back) 8 \_\_\_\_\_

***DUE TO EMPLOYEE*** 9 \_\_\_\_\_

(**LOWER** number of Line 7 or Line 8 above)

Canadians and internationals, please list  
VISA fee here: \_\_\_\_\_  
(see #6 in instructions)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of College Official

\_\_\_\_\_  
Signature of Controller

Account Number: 1-10-7650-5217-0000

Date of payment \_\_\_\_\_ Check number \_\_\_\_\_

EMPLOYEE: KEEP A COPY FOR INCOME TAX PURPOSES!  
(Items not reimbursed may be deductible on your federal income tax return.)

# POLICY AND PROCEDURES FOR OBTAINING MOVING EXPENSE REIMBURSEMENT

## POLICY

1. Expenses must be incurred within one year of the first day of employment.
2. Both faculty and staff members are eligible for this reimbursement
3. Pre-move expenses are not eligible.
4. Goshen College must be at least 50 miles farther from the employee's former home than the former workplace was.
5. The following expenses are eligible for reimbursement:
  - a. Transportation and storage of household goods and personal effects.
    - 1) Costs of packing, crating and transporting household goods and personal effects from the old home to the new home
    - 2) Storage costs within 30 consecutive days after the day of move.
    - 3) Costs to connect or disconnect utilities
    - 4) Costs to move goods from a place other than the former home (deduction limited to the amount it would have cost to move them from former home)
  - b. Travel and lodging expenses
    - 1) One trip per member of household
    - 2) Lodging costs on the way and the day of arrival
    - 3) Auto expenses (choose ONE method)
 

Parking fees and tolls plus:

      - a) actual out-of-pocket expenses for gas and oil, OR
      - b) mileage at the rate of 27 cents per mile
    - 4) Meals are not reimbursable.
6. For Canadians or other international: 80% of the special costs incurred in securing a visa in order to accept a position at Goshen College may be included in the reimbursement, over and above the limitation as calculated in #7 below. The reimbursement of these expenses will be a taxable benefit to the employee, paid through payroll and reported as income on the W-2 form.
7. Goshen College will pay 80% of the new employee's moving expenses with a maximum payment calculated as shown in the table below. The absolute maximum that Goshen College will pay under this policy is \$4,200.

Miles moved	Maximum reimbursement	Miles moved	Maximum reimbursement
50-150	\$ 750	1251-1350	\$2,550
151-250	\$ 900	1351-1450	\$2,700
251-350	\$1,050	1451-1550	\$2,850
351-450	\$1,200	1551-1650	\$3,000
451-550	\$1,350	1651-1750	\$3,150
551-650	\$1,500	1751-1850	\$3,300
651-750	\$1,650	1851-1950	\$3,450
751-850	\$1,800	1951-2050	\$3,600
851-950	\$1,950	2051-2150	\$3,750
951-1050	\$2,100	2151-2250	\$3,900
1051-1150	\$2,250	2251-2350	\$4,050
1151-1250	\$2,400	> 2351	\$4,200

## PROCEDURES TO OBTAIN REIMBURSEMENT

1. Complete moving expense report, sign and attach all receipts.
2. If you are
 

Teaching Faculty Administrative Faculty Staff	Return report to: Dean's Office VP for Finance's Office Human Resources Director
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3. After approval by the appropriate office, the report will be submitted to the controller for review and final approval for payment.