

MOVING EXPENSE REIMBURSEMENT REQUEST

Effective September 1, 2018



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 .18 per mile 5 _____

TOTAL EXPENSES 6 _____

Maximum reimbursement (from table on back) 7 _____

REIMBURSEMENT DUE TO EMPLOYEE 8 _____

(**LOWER** number of Line 6 or Line 7 above)

Signature of Employee

Canadians and internationals, please list VISA fee here: _____ (see #7 in instructions)

Signature of College Official

Signature of Controller

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

Date of payment(s) through payroll _____

POLICY AND PROCEDURES FOR OBTAINING MOVING EXPENSE REIMBURSEMENT

PROCEDURES TO OBTAIN REIMBURSEMENT

1. Complete moving expense report, sign and attach all receipts.
2. Return this form and receipts to the Vice President for Finance. Keep a copy if needed.
3. After approval by the appropriate office, the report will be submitted to the controller for review and final approval for payment.

POLICY

1. **Per IRS guidelines, the reimbursement of these expenses is a taxable benefit to the employee, paid through payroll and reported as income on the W-2 form.** Payroll taxes will be withheld based on employee's withholding elections.
2. Goshen College will pay 100% 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 \$4,450.

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

3. Expenses must be incurred within one year of the first day of employment.
4. Both faculty and staff members are eligible for this reimbursement
5. Pre-move expenses are not eligible.
6. Goshen College must be at least 50 miles farther from the employee's former home than the former workplace was.
7. 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
 - 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 18 cents per mile
8. 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 #2 below.
9. Any changes to this policy or procedures requires approval by the VP for Finance.