

# MOVING EXPENSE REIMBURSEMENT REQUEST

Effective January 1, 2021



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 expenses 4 \_\_\_\_\_

OR

\_\_\_\_\_ miles x .16 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 HR Director

\_\_\_\_\_  
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 Director of Human Resources. Keep a copy if needed.
3. After approval by the HR 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 \$4,750.

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

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 and meal 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 16 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 above.
9. Any changes to this policy or procedures requires approval by the VP for Finance.