



## Policies and Procedures Manual

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Title: New Employee Moving Expense Reimbursement Policy  
Policy Administrator: Director of Human Resources  
Revision Date: August 30, 2019  
Approved by: Vice President for Administration and Finance

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### Purpose:

This document contains the College's policies and procedures governing reimbursement for moving expenses for an eligible newly hired employee.

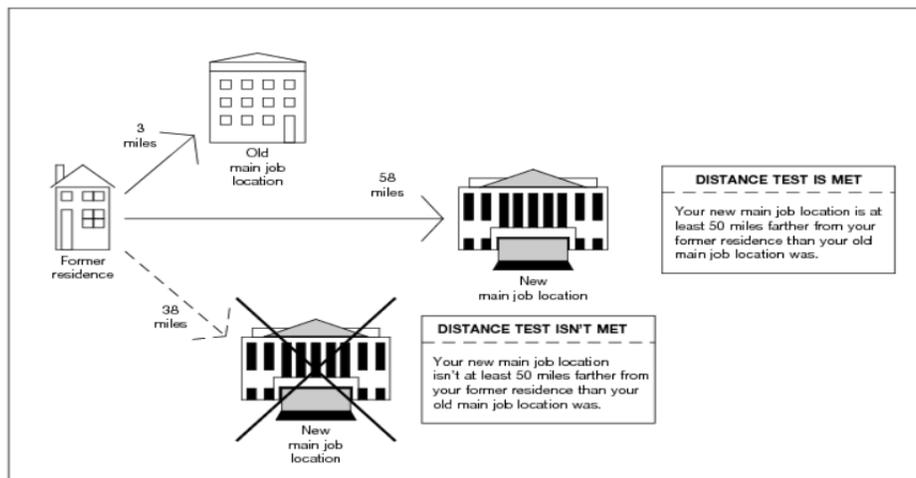
### Policy:

#### 1.1 Overview

The College will reimburse moving expenses for a newly hired full-time faculty member, full-time chaplain, or full-time exempt employee of a Salary Grade F or higher ("eligible employees") that meet the requirements for reimbursement set forth below.

#### 1.2 Requirements

To qualify for reimbursement, the eligible employee's commute to the College from their former home must be at least 50 miles farther than the commute to the previous job location.



Eligible reimbursable expenses as described in Section 1.4 must be incurred within one year from the date on which the eligible employee first reports to their new position.

In the event the eligible employee is terminated for cause and/or voluntarily resigns within one year, the employee must repay all, or a prorated portion based on months of service, reimbursed moving expenses.

### **1.3 Reimbursement Amount**

The College will reimburse the actual eligible reimbursable expenses up to a maximum of \$3,000. Required federal and state taxes will be withheld from the reimbursement.

### **1.4 Eligible Reimbursable Expenses**

Expenses eligible for reimbursement include:

- The actual incurred expense of moving household and personal goods to the new residence from an old residence (includes transportation or hauling, packing, crating, insurance).
- In no case will the following expenses be reimbursable:
  - Any part of the purchase price of a new home;
  - Expenses of buying or selling a home (including closing costs, mortgage fees, and points);
  - Loss on the sale of a home;
  - Mortgage penalties;
  - Expenses of entering into or breaking a lease;
  - Home improvements to help sell a home;
  - Car tags or driver's license;
  - Losses from disposing of memberships in clubs;
  - Pre-move house-hunting expenses;
  - Real estate taxes;
  - Refitting of carpet and draperies;
  - Return trips to your former residence;
  - Security deposits (including any given up due to the move); and
  - Storage charges except those incurred in transit and for foreign moves.
- If an eligible employee uses their personal vehicle to move household and personal goods, then the College will reimburse the mileage from old residence to new residence at the standard IRS rate for moving. Mileage for this purpose will be calculated on the shortest, most direct route available by conventional transportation. If, during the move the eligible employee stops over, or make side trip(s) for sightseeing, the additional expenses for the stopover or side trip(s) are not reimbursable as moving expenses.

Where an expense question is not explicitly answered by this Policy, the College will look to the [IRS Guidelines on Moving Expenses](#), as amended from time to time by applicable law, regulation and guidance, for general guidance on questions of expense eligibility.

Eligible employees must save items such as receipts, bills, cancelled checks, credit card expense statements and mileage logs as each eligible employee must submit an accurate record of expenses that the eligible employee paid to move.

## 1.5 Moving Companies

The College does have access to agreements with various moving companies; however, it is not a requirement to use them. Please contact the Purchasing Department for further information. The eligible employee is responsible for selecting their own moving company and making their own arrangements with the moving company selected by them. The College does not make any representation or warranty with respect to any moving company and disclaims all liability if the eligible employee elects to use a vendor with which the College has an agreement.

### Procedures:

## 1.0 Claims Processing

Claims for reimbursement will not be processed until after the eligible employee reports to work. In no event will the College reimburse expenses in advance of an eligible employee's start date.

To obtain reimbursement, eligible employees must submit their expenses to his/her hiring manager for approval and submission to the Payroll Office.

Moving expenses incurred but not paid prior to the revision date shall be reimbursable under the applicable prior policy.

## 2.0 Questions

Questions regarding this policy should be directed to the Human Resources department.

### Related Information:

Title: <a href="#">IRS Pub 521</a> , as amended from time to time by applicable law, regulation and guidance
Title: