



Reimbursement of Moving Expenses

PURPOSE

To provide guidelines for the eligibility, approval and reimbursement of employee moving expenses.

POLICY

Alma College will reimburse reasonable and appropriate moving expenses for certain new employees as noted below:

Alma College will provide reimbursement of moving expenses for new faculty and staff members to relocate at least 50 miles closer to the college.

Moving expenses must be incurred within one year of the employee start date.

The maximum allowable reimbursement will be \$3,500. An additional \$1,000 will be authorized for covered expenses if moving to an Alma, MI address.

The employee must be employed in a full time regular status.

PROCEDURE

The new employees will submit an expense reimbursement form, with receipts attached, to the Human Resources Office for approval and processing.

The following items will generally be eligible for reimbursement:

- Cost of a moving company
- Cost of a truck rental in a self-directed move
- Actual fuel expenses in a self-directed move
- Parking fees and tolls while in transit
- The cost of packing, crating and transporting household goods

- The cost of shipping the employee's car and household pets to the new home
- Mileage and accommodations for one "house-hunting" trip of up to 3 days duration.

The following items will generally NOT be eligible for reimbursement:

- Vehicle registration fees
- Driver's license fees
- Expenses related to buying or selling a home
- Home improvements to sell previous home
- Home improvements for new home
- Meals for family members
- Mortgage penalties
- Real estate taxes
- Security deposits
- Loss on sale of previous home
- Loss from disposing of memberships
- Expenses related to breaking a lease
- Cable TV or utility connection/disconnect related fees
- Return trips to your former residence
- Additional pre-move house hunting trips (limited to one trip)
- Expenses related to side trips, stop overs, etc. while moving. Only direct route expenses will be considered
- Rental car upon arrival to Alma
- Storage of Employee's belongings for more than 30 days
- Trip back to prior home for real estate closing

In most cases, the college payment will be made on a reimbursement basis and the employee is responsible for paying all charges directly. However, employees are encouraged to contact the Human Resources Office prior to making moving arrangements to discuss any alternative billing options. **All reimbursable moving expenses are considered taxable income and will be subject to all appropriate withholdings for federal, state, and local taxes in accordance with the college's regular payroll practices.**

Effective Date:

Last Updated Date:

Approving Body: