

Moving Expenses Policy

I. PURPOSE AND SCOPE

The purpose of this policy is to establish the terms and conditions under which employees will be permitted to receive reimbursement for moving expenses. Exceptions to this policy may be authorized by the College President or designee, when deemed to be in the best interest of the College.

II. ELIGIBLE POSITIONS AND EMPLOYEES

Exempt staff at director level and above, and tenure-track/tenured faculty are eligible for reimbursement of moving expenses as outlined in this Policy.

III. PROCEDURES

A. Distance from former to new residence

Moving expenses shall be authorized only when the distance between Goucher College and the employee's former residence increases at least fifty (50) miles over the distance between the former residence and the former place of employment. For example, if the employee's former residence was ten (10) miles away from the former place of employment, Goucher College must be at least sixty (60) miles away from the former residence to qualify.

B. Budget and pre-approval for moving expenses

Costs associated with moving expense reimbursement shall be the responsibility of the hiring department. The funding source should be pre-approved by the Divisional Vice President or President.

The hiring department is responsible for completing and obtaining pre-approval for the reimbursement of an employee's moving expenses on the Moving Expenses Request Form before any such expenses are incurred.

C. Reimbursable period

All moving expenses shall be incurred during the employee's first year of employment with the College. Any moving expenses incurred after this period will not be eligible for reimbursement.

D. Reimbursement limits

The College may reimburse up to a maximum of \$5,000 for exempt staff at the director level staff and above and tenure-track/tenured faculty. The College may reimburse Cabinet-level positions up to a maximum of \$10,000.

In the event that a spouse or domestic partner of the employee is also hired by the College and otherwise eligible for moving expenses, reimbursements of any such expenses will be paid to only one employee to move the primary household to the new location.

E. Eligible expenses

Moving expenses eligible for reimbursement include expenses incurred in moving normal household goods that are reasonable for the circumstances of the move. This includes reasonable packing/unpacking costs and the cost of travel to the new residence. Travel includes lodging, but excludes the costs of meals.

F. Ineligible expenses

Ineligible expenses include purchase price of a new home (or any percentage or amount toward the purchase), vehicle tags, driver's licenses, expenses related to the selling or purchase of a home, expenses related to breaking or entering into a lease, home improvements, losses on the sale of a home, losses from ending club memberships, pre-relocation house hunting expenses and temporary housing, real estate taxes, return trips to the former residence, security deposits, cleaning costs of the new or former residence, costs to move automobiles or recreational vehicles, costs to move animals, payments to non-professional movers (e.g., friends and family), and storage charges, except those incurred in transit and for international moves.

G. Taxability

The reimbursement of moving expenses will be reported as taxable income to the employee in compliance with IRS guidelines in effect at the time of the reimbursement. Income tax will be withheld when appropriate.

H. Request for reimbursement

Reimbursement for moving expenses shall be requested using the Moving Expenses Request Form. This form must be signed by the employee and department head. Employees are required to submit original receipts for all requested expenses for reimbursement. The College is required to report all moving expense reimbursements to the IRS on a calendar year basis.

I. Voluntary Separation

If the employee voluntarily separates from employment at the College within twelve (12) months from the date of the hire, the employee shall refund the College the full amount of the moving expense reimbursement. Utilization of this policy confirms the employee's acceptance with the above terms.

IV. RESPONSIBLE OFFICIAL

The [Controller](#) is responsible for administering and updating this Policy.

V. HISTORY

Updated March 2021