

GOSHEN COLLEGE
MOVING EXPENSE REPORT

Effective January 1, 2014

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 .235 per mile 5 _____

TOTAL EXPENSES 6 _____

x 80% reimbursement rate

TOTAL REIMBURSEMENT AMOUNT 7 _____

(subject to maximum)

Maximum reimbursement (from table on back) 8 _____

DUE TO EMPLOYEE 9 _____

(**LOWER** number of Line 7 or Line 8 above)

Canadians and internationals, please list
VISA fee here: _____
(see #6 in instructions)

Signature of Employee

Signature of College Official

Signature of Controller

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

Date of payment _____ Check number _____

EMPLOYEE: KEEP A COPY FOR INCOME TAX PURPOSES!
(Items not reimbursed may be deductible on your federal income tax return.)

POLICY AND PROCEDURES FOR OBTAINING MOVING EXPENSE REIMBURSEMENT

POLICY

1. Expenses must be incurred within one year of the first day of employment.
2. Both faculty and staff members are eligible for this reimbursement
3. Pre-move expenses are not eligible.
4. Goshen College must be at least 50 miles farther from the employee's former home than the former workplace was.
5. 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 (deduction limited to the amount it would have cost to move them from 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 23.5 cents per mile
 - 4) Meals are not reimbursable.
6. 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 #7 below. The reimbursement of these expenses will be a taxable benefit to the employee, paid through payroll and reported as income on the W-2 form.
7. Goshen College will pay 80% 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 \$4,300.

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

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 for income tax purposes.
3. After approval by the appropriate office, the report will be submitted to the controller for review and final approval for payment.