

Request for Staff Moving Expense Reimbursement

Please allow 7-10 **business** days for processing.

Send this completed form & original receipts to mail stop: 4-HR



Reimbursement payment will be issued with your next payroll deposit.

Name: _____
(Last) (First) (Middle)

Today's Date: _____ Employment Start Date: _____

Approved Moving Expense Amount: _____ Department: _____

New Address: _____
(Street Address)

(City) (State) (Zip)

Previous Address: _____
(Street Address)

(City) (State) (Zip)

To ensure reimbursements comply with IRS & College standards of substantiation, please follow these key tips:

- All requested reimbursements require adequate documentation with a list of expenses. ***Please include all original receipts when submitting moving expenses.***
- You can request reimbursement for only those expenses that are IRS defined as [reasonable moving expenses](#).
- Moving expenses should be submitted within six months of your start date or an agreed upon timeline.

For more information, visit our Campus Handbook section on [Moving Expense Reimbursements](#).

| | Amount |
|---|--------|
| Air Fare: | _____ |
| Moving Van/Trailer: | _____ |
| Lodging: | _____ |
| Postage/Shipping: | _____ |
| Supplies (i.e. packing materials): | _____ |
| Tolls/Fares/Parking fees: | _____ |
| Other (specify): _____ | _____ |
| Mileage: _____ Standard Mileage Rates (0.16 cents per mile) per IRS guidelines (attach mileage verification) | _____ |

Total Expenses Claimed: _____

I hereby certify that the above moving expenses were incurred by me reflective of my relocation as a result of my employment with Carleton College. I understand I am responsible for any moving expenses exceeding the approved amount of moving expenses provided by Carleton College. I also understand expenses reimbursed to me by Carleton College will be considered taxable income and will be reported on my IRS W-2.

Requestor Signature

Extension: _____ Date: _____

Approved by Human Resources

Extension: _____ Date: _____

Reimbursement payment will be issued with your next payroll deposit.

Moving Expense reimbursements for \$5,000 or more requires the Director of Human Resources approval.

_____ Verified distance test requirements.