

Carleton College

Staff Moving Expenses Reimbursement

Moving expenses for new staff may be provided if deemed appropriate and meet the [IRS Requirements for Moving Expenses](#). If moving expenses are approved, the amount of moving expenses will be noted in your letter of employment. All requested reimbursements require adequate documentation with a list of expenses supported by **original** invoices, receipts, etc. *Moving expenses paid by the College will be included as taxable income in accordance with current Internal Revenue Service regulations.*

Typically, Carleton agrees to reimburse for [reasonable moving expenses](#) as defined by the IRS. Moving expenses should be submitted within six months of your start date or an agreed upon timeframe.

Reimbursable Moving Expenses:

- Air Fare
- Moving Van/Trailer Costs
- Lodging (for Yourself Only)
- Cost of Shipping Personal Items
- Supplies/Packing Materials
- Tolls, Fares, and Parking Fees
- Mileage or Gas Receipts for Personal Vehicle Only

Non-Reimbursable Moving Expenses:

- Meals/Food
- Individual Lodging for Others
- House Hunting Expenses
- Cost of Breaking a Lease on a Previous Home
- Cost of Selling an Old Home or Buying a New One

Moving Household & Personal Effects

You may deduct the cost of packing, crating, and transporting your household goods and personal effects and those of the members of your household. You can include the cost of storing and insuring household goods and personal effects within **any period of 30 consecutive days** after the day your things are moved from your former home and before they are delivered to your new home.

Travel

You can deduct the cost of transportation and lodging for yourself and members of your household while traveling from your former home to your new home. This includes expenses for the day you arrive. Meals while in transit are non-reimbursable.

By car - You must use the shortest, most direct route available by conventional transportation when calculating mileage for reimbursement. Parking and toll fees are reimbursable.

Option 1. Use actual expense (such as gas and oil for your car) if you keep an accurate record of each expense.

Option 2. Standard Mileage Rates per [IRS guidelines](#) (attach mileage log or Google Maps type documentation)

Requesting Reimbursement:

1. Locate Form: [Request for Staff Moving Expense Reimbursement](#)
2. Gather original receipts and enter line items on the form directly or create a listing and attach to the form.
3. Print, sign and submit to the Human Resources office, for verification and approval. You will need to submit **hard copy original receipts** along with the signed submission form.
4. Human Resources will forward the reimbursement request and receipts to Payroll.
5. Payment requests will be included with the subsequent payroll cycle, *please note, moving expenses reimbursement(s) are subject to payroll taxes.*

For Faculty: Visit this link for information regarding the payment of a [relocation allowance](#).

Related Documents:

Moving contractors found on our consortium's websites: (You are not required to use these services)

- [E&I \(Educational & Institution Cooperative\)](#)
- [ACTC \(Associated Colleges of the Twin Cities\)](#)

