

## MACALESTER COLLEGE STAFF MOVING EXPENSE GUIDELINES

Macalester College will provide reimbursement of moving expenses for the transportation and storage of household goods and personal effects to the St. Paul / Minneapolis area. Reimbursement will be paid only when the job search was extended outside of the St. Paul / Minneapolis area and will be confined to moving candidates within the United States.

Pay Grades 5 – 10 or skilled craft union positions will receive a reimbursement of 100% of the first \$1000 and 75% of the next \$3000 . The President and senior staff positions will receive full reimbursement of moving expenses.

The following items **will be** reimbursed.

Truck rentals or moving company expenses.

Gas to drive a truck, van or car to move the employee's household goods and personal effects.

Hotel lodging while driving household goods and personal items to the St. Paul / Minneapolis area.

The following items **will not** be reimbursed.

Trips back and forth to prior residence.

Mileage to move a vehicle.

Airfare during the moving process.

To receive reimbursement for moving expenses, an employee must complete the *Macalester College Request for Reimbursement of Moving Expenses* form and return it to the Human Resources Department.

**MACALESTER COLLEGE  
REQUEST FOR REIMBURSEMENT OF MOVING EXPENSES**

Date of Reimbursement (s) \_\_\_\_\_

Employee Name \_\_\_\_\_ ID Number \_\_\_\_\_

*Please attach your receipts to this form and return to either the  
Provost or Human Resource Department*

**MOVING EXPENSE PAYMENTS**

	Amount submitted by Employee	Amount paid to third party for employee	TOTAL of first two columns
Transportation and storage of household goods and personal effects			
Travel and lodging payments for expenses of moving from old to new home. <b>DO NOT INCLUDE MEALS</b>			
All other payments (list type and amount) <b>NOTE:</b> These amounts must be included in the employee's income and are subject to withholding. _____ _____ _____ _____			
<b>TOTAL:</b> Add the amounts in the last column.			

I understand that moving expenses that are considered taxable will be added to my income and subject to withholding tax on my next payroll check.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount to be Reimbursed to Employee \_\_\_\_\_

(To be completed by Human Resources or Provost)