

## 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 from 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. (For moving company, submit two bids or use United Van Lines 1-800-325-7994, Dan Olson)

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 Effects 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.