



MACALESTER

STAFF RELOCATION ALLOWANCE GUIDELINES

Macalester College will provide a relocation allowance for the transportation and storage of household goods and personal effects to the St. Paul / Minneapolis area. A relocation allowance may only apply when the job search extends outside of the St. Paul / Minneapolis area and confined to relocating candidates from within the United States.

Macalester College will provide a relocation allowance up to \$1500 dollars supported by eligible receipts. The relocation should be further than 50 miles from former primary residence to new primary residence.

A relocation allowance is also determined based on its value to attract candidates. In this case, a written justification submitted by the hiring manager as a part of position requisition process is required. (A relocation allowance might not be approved).

The President and senior staff will receive a relocation allowance that covers the total cost of relocation. For eligibility, please contact Employment Services.

Relocation allowances are considerable taxable income. The taxes due are deducted on the value of this benefit from the employee's first paycheck.



MACALESTER

Relocation Allowance Acknowledgement

Employee Name (print):		Today's Date:	
Position:		Hire Date:	
Moving From City:			
Trip Date:	From: ____/____/____	To: ____/____/____	

To process reimbursement, **you must sign and complete this form.**

I understand Macalester College will provide a relocation allowance for the transportation and storage of household goods and personal effects to the St. Paul / Minneapolis area. A relocation allowance may only apply when the job search extends outside of the St. Paul / Minneapolis area and confined to relocating candidates from within the United States.

I understand Macalester College will provide a relocation allowance of up to \$1500 dollars. The relocation must be further than 50 miles from former primary residence to new primary residence. If the employee leaves the college in less than three years of employment, the college may request a pro-rated re-payment for the relocation allowance.

I understand, these items are considered taxable income and the amount of taxes due on the value of this benefit will be deducted from my first paycheck.

Employee Signature: _____ Date: _____

<u>Administration Use Only:</u>	Date Received: _____
Amount Approved \$ _____	Date Approved: _____
Approved By: _____	Approver's Signature: _____