

Macalester College



Faculty Moving Allocation Guidelines

Macalester College provides a moving allocation for expenses related to the transportation and storage of household goods and personal effects to the Saint Paul/Minneapolis area. This allocation is offered only when the job search was extended outside of the Saint Paul/Minneapolis area and will be confined to relocating candidates from within the United States.

Minimum eligibility for relocation will be a move of primary residence that is at least 50 miles from the former primary residence to the new primary residence.

The following items are considered qualified expenses. These items are considered taxable income to the recipient and are added to the employee's first available paycheck* for withholding:

1. Reasonable expense associated with the transportation and storage of household goods and personal effects.
2. Travel and lodging payments for expenses associated with the move from the old residence to the new residence made by the employee and the employee's family. (Considered one trip for the actual move.)
 - o NOTE: Meals are NOT included.
3. If your own car is used for the move, mileage is calculated using the current IRS recommended mileage rate, which can be found on our [Business Services](#) web page. (Gasoline is not a qualified expense unless you are using a rental vehicle.)
4. Qualified and reasonable moving expenses paid directly to a third party, such as a moving company.

All other expenses associated with a move are considered nonqualified and are generally not included in the allocation. However, if prior authorization is given by an authorized College leader, some items may qualify with sufficient documentation and receipts. These items are also taxable income to the recipient and will be added to a paycheck for tax payment.

Please use the Faculty Moving Allocation form to submit and document moving expenses which can be found on the Provost's website under the Faculty Funding and Support link.

*NOTE: If the timing of the employee's first paycheck will be significantly later than the relocation costs are incurred, causing a financial hardship, please contact the Provost's office (651-696-6160) and we can discuss other options with you.

Updated 7/2018



MACALESTER

Faculty Moving Allocation Documentation

Employee Name (print) _____

Position _____ Hire Date _____

All expenses must be supported by appropriate documentation and included with this form prior to forwarding to the Provost's office.

Table with 3 columns: Type of Expense, Reimbursement requested by employee, Amount Macalester paid directly to third party mover. Rows include transportation of household goods, travel/lodging, and pre-authorized expenses.

I understand that these expenses are taxable income and will be added to one of my payroll checks for tax withholding.

Employee Signature: _____ Date: _____

Administration Use Only: Amount Approved \$ _____