REED COLLEGE
Relocation and Moving Travel Reimbursement
New Faculty and Staff Members
July 1, 2019—June 30, 2020

Reed follows IRS guidelines to determine whether your relocation reimbursement should be classified as a qualified (i.e. non-taxable) moving expense vs. non-qualified (i.e. taxable) moving expense. Reed reimburses only for qualified moving expenses. These will be reported on your W-2 form as Added Income, but this income will not be subject to taxation.

Which Moving Expenses Are Covered

Per IRS regulations, the following expenses are qualified and therefore will be reimbursed by Reed up to the limit:
- Shipping household goods
- Shipping employee’s vehicle (1)
- Rental van or trailer expense
- Fuel in transit (or mileage at $.20/mile in 2019)
- Lodging in transit
- Parking fees or tolls in transit
- Storage of household goods for up to 30 days from the day they are moved from your former home
- Packing materials
- Shuttle or cab to or from airport for move
- One-way airfare for employee and dependents
- Transporting family pets
- Payments to packers or movers
- Connecting or disconnecting utilities

Per IRS regulations, the following expenses are non-qualified and therefore will not be reimbursed by Reed:
- House-hunting trip expenses
- Meals in transit
- Temporary housing before the move or after arrival
- Rental car expense before the move or after arrival
- Any part of the purchase price of your new home
- Expenses of buying or selling a home (including closing costs, mortgage fees, and points)
- Expenses of entering into or breaking a lease
- Home improvements to help sell your home
- Loss on the sale of your home
- Losses from disposing of memberships in clubs
- Mortgage penalties
- Car license plates or driver's license
Return trips to your former residence
Security deposits
Storage charges except those incurred in transit and for foreign moves

See IRS Publication 521 for more details.

Receiving Reimbursement

In order to receive reimbursement, you must submit a Disbursement Request Form and receipts to your supervisor within 30 days of incurring the expense. Your supervisor will then submit this request to Reed’s business office. All relocation expenses must be incurred within the first 30 days of employment.

Payback Agreement

If you voluntarily terminate employment from Reed within 12 months of your hire date, you will be responsible for repayment of all your relocation reimbursement. If you voluntarily terminate employment with Reed after 12 months but before 24 months, you will be responsible for paying a pro-rata amount for each full month not worked, up to 24 months. For example, if you resign from Reed after 18 months of service, you will be responsible for repaying 6/24ths of your relocation allowance. This balance may be deducted from your final paycheck.