

REED COLLEGE
Relocation and Moving Travel Reimbursement
New Faculty and Staff Members
July 1, 2016—June 30, 2017

Reed College may provide some financial support for relocation expenses for newly hired faculty and staff.

Relocation will be a reimbursement for the direct expenses of moving to the Portland area and is available to cover items such as the following:

Professional moving

Company services and/or moving van or trailer rental to move household goods;

Shipping costs of transporting personal belongings to the Portland area; transportation and lodging while traveling to the Portland area

(including vehicle mileage or fuel expenses, if driving a personal vehicle to relocate).

The newly hired employee must submit the **original invoices** for the expenses directly related to the move, within 30 days of beginning this new appointment. In addition, these reimbursed expenses will be treated as a non-taxable fringe benefit to the employee (Reported on form W-2, box 12).

Following are the maximum amounts reimbursable:

	<u>Self</u>	<u>Spouse</u>	Child (2)
Alaska - Hawaii - New England	3895	1925	975
Europe	3895	1925	975
Southeast - NY-Washington, D.C.	3600	1925	975
Eastern Canada	3375	1755	885
Ohio-Michigan-Indiana	3130	1710	885
Illinois-Wisconsin-Minnesota	3130	1460	720
Oklahoma-Texas	3130	1460	720
Iowa-North Dakota-Nebraska	2395	1275	720
Mountain States	1925	975	720
Southern California-Arizona	1925	885	590
Northern California	1460	720	590
Oregon-Washington	975	590	590

Mileage reimbursement is \$.54 per mile.

N.B. (1) For clearly terminal faculty appointment, may add 50%.

(2) Each dependent child.