



## **Moving Expense Reimbursement Policy**

*Policy applies, if you were allowed moving expense reimbursement as a part of your appointment.*

Randolph College reimburses *qualified moving expenses*.

***Qualified expenses*** per IRS regulations include:

1. Moving of household goods and personal effects
2. Traveling to your new home (including lodging but not meals)

Packing is a qualified moving expense but typically the College reimburses moving exclusive of packing.

Typically, the College will pay one-half of a commercial van lines (exclusive of packing) or the full cost of a U-Haul van, plus the cost of traveling from your old home to your new home during the move (check IRS publication 521 for current year mileage rate).

The College has agreements with two moving companies, North American and United Van Lines. Both companies extend discounts to Randolph College employees.

Quotes received from the two above named moving companies are reviewed/approved prior to the move by the Director of Human Resources, which allows the moving companies to bill the College directly.

All moving reimbursement requests must be submitted to the Human Resources Department and are charged to STA160. Please be sure to keep copies of all receipts. Any portion of moving expense not reimbursed by Randolph College *may be included on your tax return (please contact your tax advisor)*.

**Reimbursement of qualified moving expenses are included in the W-2, box 12 with a code P and are not taxable income, so it will not be included in box 1 'Wages, Tips, & Other Compensation.'**

**Reimbursements of nondeductible moving expenses are taxable to the employee and are included box 1 of the W-2.**

### **Nondeductible Expenses per IRS guidelines**

- Pre-move house hunting expenses.
- Return trips to your former residence.
- Security deposits.
- Storage charges except those incurred in transit and for foreign moves.

- Meals.
- Any part of the purchase price of your new home.
- Car tags.
- Driver's licenses.
- 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.
- Losses from disposing of memberships in clubs.
- Mortgage penalties.

See IRS Publication 521 ([www.irs.gov/publications/p521index.html](http://www.irs.gov/publications/p521index.html)) for a more current detailed list and IRS guidance as it relates to moving expenses.