



ITHACA COLLEGE SUMMARY OF MOVING EXPENSES

NAME: _____

ADDRESS: _____

1. Miles from former residence to new place of work: _____

2. Reimbursable Moving Expenses:

a. Cost of moving household goods and personal effects: _____

b. Travel and lodging expense incurred from former
location to new location: _____

Total Qualified Moving Expenses: _____

Employee Signature: _____

Date: _____

Department Signature: _____

Date: _____

Reimbursable Moving Expenses:

Moving expenses (incurred within one year from date of hire) paid for by the college are taxable wages, including:

- Price for movers
- Pack and ship services
- Moving trucks or trailers
- Storage incurred in transit
- Fuel for miles driven from former residence to new residence
- Temporary lodging incurred from former location to new location
- Parking fees and tolls

If relocating by car, reimbursable moving expenses include either:

- Actual out-of-pocket expenses, such as the amount paid for gas and oil, with receipts, OR
- The standard mileage rate of 22 cents a mile (effective July 1, 2022) or standard mileage rate in effect at the time.

Non-reimbursable Moving Expenses:

The following items are not reimbursable moving expenses:

- Any part of the purchase price of new home/residence
- Expenses of buying or selling a home/residence (including closing costs, mortgage fees, and points)
- Expenses of entering into or breaking a lease, security deposits
- Improvements to help sell home/residence
- Loss on the sale of home/residence
- Mortgage penalties, real estate taxes
- Car tags, driver's license
- Return trips to former home/residence
- Storage charges except those incurred in transit, moved prior to the offer of employment.
- Meal expenses incurred during move, cost of unnecessary side trips or lavish and extravagant lodging during move.