

Moving Reimbursement Policy

Summary

Moving expense reimbursement is available to qualified full-time faculty and administrative staff to assist them with their move to the Granville area.

The amount of the reimbursement and whether or not faculty or administrative staff qualify for the reimbursement will be described in the offer or contract letter. Internal Revenue Services' regulations are subject to change. Denison will be obliged to adjust its procedures and policy to comply with revised federal regulations. Effective January 1, 2018, per federal law, all moving expense reimbursements to employees are taxable and will be paid through payroll.

For those full-time faculty and administrative staff eligible for moving expenses and who meet the distance test, expenses listed under "Applicable Guidelines" below will be eligible for reimbursement. For full-time faculty and administrative staff who do not meet the distance test and are authorized by the College for moving expense reimbursement, expenses listed under "Applicable Guidelines" below will be reimbursable. Expenses will be reimbursed up to the limit specified in the offer or contract letter.

Applicable Guidelines

All moving payments or reimbursements are subject to income and employment taxes. For moving expenses to be considered for reimbursement, it generally must meet these three tests:

1. Distance Test – Your move will meet the distance test if your new job location is at least 50 miles farther from your former home than your old job location was from your former home. For example, if your old job location was 3 miles from your former home, your new job location must be at least 53 miles from that former home.
2. Full-time Test – You've been hired into a full-time position at the College.
3. Closely Related in Time – You can generally consider moving expenses incurred within one (1) year from the date you first reported to work at the new work location.

In addition, moving expenses are limited to the following items:

1. Reasonable expenses for moving household goods and personal effects from the former residence to the new residence;
2. Reasonable expenses of moving your household goods and personal effects from a place other than your former home, however, your deduction is limited to the amount it would have cost to move them from your former home;

3. Reasonable expenses for traveling (including lodging, but not meals) from the former residence to the new place of residence. Generally, only one trip made by the employee and members of his/her household is considered for reimbursement. If travel to the new residence is made by car, cost may be figured by either the actual expense for gas and oil as documented by copies of original receipts or the allowable standard mileage rate allowed by the IRS (2017 rate) when driving your own vehicle. Parking fees and tolls also qualify.

New faculty or staff should consult with the Office of Human Resources regarding their eligibility for moving reimbursement and eligible moving expenses. *Itemized receipts are required to substantiate each expense.*

Information that will Appear on Form W-2

All reimbursements for moving expenses are taxable and will be included in Box 1, Federal Wage, Tips, and Other compensation, and other relevant boxes of the W2 Form.

Modified July 23, 2018
Effective January 1, 2018