Relocation (Moving) Expenses Guidelines

If approved by Human Resources as part of the total offer package, an employee may be reimbursed up to 5% of their base salary toward the cost of relocation upon the submission of original receipts. Monies reimbursed as a moving expense that do not meet IRS guidelines will be counted as taxable income. Below is a partial list of expenses that do and do not qualify for reimbursement. Relocation money cannot be reimbursed before the employee’s first payroll is processed. If you have any specific questions, please contact Bill Fisher, Assistant Director of Financial Services at wfisher@skidmore.edu or extension 5827.

Reimbursable and deductible (not taxed):

• Packing, crating and transporting household goods and personal effects, also storage up to 30 consecutive days.
• Costs associated with lodging expenses incurred in the area of the former home within one day after the candidate could no longer live in the former home because furniture had been moved.
• Vehicle rental/air travel/train travel/bus travel – one trip per person
• Travel to the new residence by personal car (Mileage will be reimbursed at the current IRS moving rate or actual expenses with original receipts)
• Parking fees and tolls
• Lodging costs while in transit to new home and one night in the campus area

Reimbursable but not deductible (taxable):

• Costs associated with one pre-move house hunting trip

NOT Reimbursable:

• Meal Expenses
• Costs associated with side trips and stopovers for visits during transit to the new home
• Temporary housing is not reimbursable except on a limited and pre-approved basis.