

Relocation Expense Reimbursement Notice

Employees approved to receive a relocation allowance will be fully reimbursed, up to the approved amount, for the packing and movement of household goods such as clothing, dishes, furniture, appliances, etc. and up to two automobiles. In addition to reimbursement for the shipping of household goods, employees approved to receive a relocation allowance may receive reimbursement for other expenses related to moving such as temporary storage of household goods; transportation costs for family and pets; house hunting expenses; interim living expenses; alteration or replacement costs for curtains, draperies, rugs; and service charges for connection of standard household electrical and plumbing appliances and for utility set-up.

Beginning in 2018, these expenses are taxable. The College has elected to “gross-up” the expenses amount to cover the taxes for the employee.

Employees who do not complete two full years of active employment with the College will be expected to repay the College for relocation expenses and must, at the time of initial hire, authorize repayment from any severance pay to which they might become entitled.