

**MUHLENBERG COLLEGE**  
EMPLOYEE MOVING EXPENSES

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security: \_\_\_\_\_

Transportation and Storage of Household Goods and Personal Effects (Attach Receipts)

DATE	PAYEE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		\$_____

Travel and Lodging Payments for Expenses of Moving from Old to New Home  
**Do Not Include Meals.** (Attach Receipts)

DATE	PAYEE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		\$_____

TOTAL EXPENSES TO BE REIMBURSED \$\_\_\_\_\_

## RELOCATION EXPENSES

If your appointment letter included information regarding relocation allowance, please note that the following expenses are covered:

- Moving household and personal goods to the new residence from your old residence
- Travel (including lodging but **not** meals) from the old residence to the new residence

You will be reimbursed for qualifying expenses up to, but not exceeding, the relocation allowance amount noted in your contract letter.

In order to be reimbursed for eligible expenses, you will need to complete an "Employee Moving Expenses" form and submit it, along with receipts, to the Assistant Treasurer.

Your reimbursement will be included in the next available pay check but will not be subject to tax withholding. If you should need reimbursement on a more urgent basis, please advise the Treasurer's Office of this when you submit your receipts.

Relocation expense reimbursement amounts will be reported on your W-2 statement as "excludable fringe benefits" in Box 13.

Questions regarding relocation expense reimbursement should be directed to the Treasurer's Office, Ext 3140.