



Earlham College Relocation Reimbursement Guideline

Earlham College will cover moving (transportation of personal property) expenses for employees relocating more than 50 miles. The details of the reimbursement amount and eligibility for teaching or administrative faculty will be outlined in the employee's offer letter. The types of moving and related travel expenses that are eligible for payment or reimbursement will be determined per IRS guidelines, unless specifically modified by the college elsewhere in this statement.

To receive reimbursement, documents and receipts must be submitted within 30 days of your start date. Complete the [Request for Payment](#) form, attach receipts, and send to hr@earlham.edu for approval.

Any additional requests for exception must be approved by the Chief Financial Officer.

The IRS requires that all moving expense payments be reported on the employee's W-2 form and included as taxable wages. The total amount of the reimbursement will be taxed with your paycheck following the reimbursement. Please note this will decrease your net pay for that paycheck.

The amount of eligible moving expenses reimbursed to employees by Earlham will be reported on the individual's W-2 form during the year(s) in which the reimbursement occurred.

Reimbursement benefits under the plan will cease if the employee resigns or is terminated for cause, including for instances of poor performance. In addition, if an employee resigns or is terminated for cause, such as poor performance, within 12 months of being transferred, they will be required to repay Earlham for any relocation expenses covered under this policy.

Relocation Reimbursement Levels

Distance	Reimbursement Amount
Wayne and border counties (less than 50 miles)	No reimbursement
Less than 500 miles but more than 50 miles	Up to \$4,000
More than 500 miles	Up to \$8,000

By signing below, I acknowledge that I have read and understand the Earlham College Relocation Reimbursement Guideline, and I agree to abide by its terms and conditions.

Employee Signature: _____ **Date:** _____