

REED COLLEGE

Relocation and Moving Travel Reimbursement

New Faculty and Staff Members

July 1, 2016—June 30, 2017

Reed College may provide some financial support for relocation expenses for newly hired faculty and staff.

Relocation will be a reimbursement for the direct expenses of moving to the Portland area and is available to cover items such as the following:

Professional moving

Company services and/or moving van or trailer rental to move household goods;

Shipping costs of transporting personal belongings to the Portland area; transportation and lodging while traveling to the Portland area

(including vehicle mileage or fuel expenses, if driving a personal vehicle to relocate).

The newly hired employee must submit the **original invoices** for the expenses directly related to the move, within 30 days of beginning this new appointment. In addition, these reimbursed expenses will be treated as a non-taxable fringe benefit to the employee (Reported on form W-2, box 12).

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