ITHACA COLLEGE
SUMMARY OF MOVING EXPENSES

NAME: _________________________________________________

ADDRESS:  _________________________________________________

_________________________________________________

_________________________________________________

1. Miles from former residence to new place of work: __________

2. Reimbursable Moving Expenses:
   a. Cost of moving household goods and personal effects: __________
   b. Travel and lodging expense incurred from former location to new location: __________

Total Qualified Moving Expenses: __________

Employee Signature:______________________________________

Date: __________

Department Signature:_____________________________________

Date: __________

Reimbursable Moving Expenses:
Moving expenses (incurred within one year from date of hire) paid for by the college are taxable wages, including:
   • Price for movers
   • Pack and ship services
   • Moving trucks or trailers
   • Storage incurred in transit
   • Fuel for miles driven from former residence to new residence
   • Temporary lodging incurred from former location to new location
   • Parking fees and tolls

If relocating by car, reimbursable moving expenses include either:
   • Actual out-of-pocket expenses, such as the amount paid for gas and oil, with receipts, OR
   • The standard mileage rate of 22 cents a mile (effective July 1, 2022) or standard mileage rate in effect at the time.

Non-reimbursable Moving Expenses:
The following items are not reimbursable moving expenses:
   • Any part of the purchase price of new home/residence
   • Expenses of buying or selling a home/residence (including closing costs, mortgage fees, and points)
   • Expenses of entering into or breaking a lease, security deposits
   • Improvements to help sell home/residence
   • Loss on the sale of home/residence
   • Mortgage penalties, real estate taxes
   • Car tags, driver’s license
   • Return trips to former home/residence
   • Storage charges except those incurred in transit, moved prior to the offer of employment.
   • Meal expenses incurred during move, cost of unnecessary side trips or lavish and extravagant lodging during move.