

Basics

- Refer to Relocation Expense policy 3341-6-58
- Reimbursable expenses are those in accordance with what the IRS would define as allowable expenses for relocation purposes that could be deducted if the employee was eligible for such a deduction.

Basics II

- The simplest explanation for allowable expenses is those ordinary and necessary expenses required to move household members and belongings from Point A to Point B in the most direct and timely fashion reasonable.
- Refer to your contract for any additional limitations.

Use of moving companies

- BGSU does have existing contracts with moving companies that you may take advantage of. Contact Purchasing to discuss if this would be to your advantage.
- You are not limited to those moving companies with which BGSU has existing agreements.

Allowable Costs

- Driving household vehicles will be reimbursed at the IRS moving mileage rate in effect at the time of travel. It is a different mileage rate than what is paid for other travel.
- Only one trip to your new residence is covered by reimbursement.
- Meals enroute are not covered.

Allowable Costs II

- Hotel lodging may be covered the day prior to your travel to your new residence if necessary.
- Hotel lodging on the day of arrival in the location of your new residence is covered if needed.
- Hotel lodging enroute between your point of origin and your new residence is covered. A reasonable travel distance is expected to be covered during each day's travel.

Allowable Costs III

- U-Haul or related rental trailers/vehicles are covered as is the actual cost of fuel for these vehicles.
- Professional moving company expenses are covered. Payments to family members or non-professional movers are not covered.
- Miscellaneous packing supplies are covered.

Final Comments

- Retain your receipts and the receipts should be in your name. If this presents an issue, contact the Controller's Office for guidance.
- A single reimbursement is processed after relocation.
- If you have questions or unique situations, please call in advance for appropriate guidance and support.