

**REED COLLEGE**  
 Relocation and Moving Travel Reimbursement  
 New Faculty and Staff Members  
 July 1, 2011—June 30, 2012

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).

Following are the maximum amounts reimbursable:

	<u>Self</u>	<u>Spouse</u>	Child (2)
Hawaii, Europe - New England	3460	1710	865
Southeast - NY-Washington, D.C.	3200	1710	865
Eastern Canada	3000	1560	790
Ohio-Michigan-Indiana	2780	1520	790
Illinois-Wisconsin-Minnesota	2780	1300	635
Oklahoma-Texas	2780	1300	635
Iowa-North Dakota-Nebraska	2125	1130	635
Mountain States	1710	865	635
Southern California-Arizona	1710	790	530
Northern California	1300	635	530
Oregon-Washington	865	530	530

Mileage reimbursement is \$.49 per mile.

N.B. (1) For clearly terminal faculty appointment, may add 50%.

(2) Each dependent child.