

**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 are 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.

**Basics III**

- Relocating to the campus area, is understood to be within 50 miles or one hour of campus.
- Review any unusual situations or expense claims in advance of incurring the expense to determine whether it is covered by this policy or not.

**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 days 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.
- Review the relocation policy on the BGSU Policies page and ensure you submit for payment timely