



RELOCATION EXPENSES

Welcome to Muhlenberg! If your offer of employment included a relocation allowance, please note that the following items are covered, to reimburse for actual expenses incurred:

- Moving household & personal goods to your new residence from your old residence
- Travel expenses incurred in your move from your old residence to your new residence (meals excluded)

You will be reimbursed for qualifying expenses up to the relocation allowance amount noted in your offer letter. In order to be reimbursed for eligible expenses, you will need to complete the "Employee Moving Expenses" form (see page 2) and submit it, along with receipts for actual expenses incurred, to Payroll (payroll@muhlenberg.edu).

Following submittal of the attached form and receipts, your reimbursement will be issued in the first available payroll. Please note that reimbursement of relocation expenses is considered taxable income and will be reported on your W-2.

Please visit our [Employee Discounts & Perks](#) page and our [Relocation Services](#) page for information that may be helpful as you plan for your relocation to the Allentown area.

Questions regarding relocation expense reimbursement may be directed to the Finance Office (484-664-3140) and any other questions regarding your offer of employment may be directed to Human Resources (hr@muhlenberg.edu or 484-664-3165).

MUHLENBERG COLLEGE

EMPLOYEE MOVING EXPENSES

Name:	
Date:	
Title:	
Berg ID #: (if known)	

Section I: Transportation and Storage of Household Goods and Personal Effects Incurred in Move from Old Home to New Home (receipts required):

Date	Payee	Amount
SUBTOTAL		

Section II: Travel & Lodging Payments for Moving Expenses from Old Home to New Home (receipts required):

Date	Payee	Amount
SUBTOTAL		

TOTAL OF REQUESTED REIMBURSEMENT (add Sections I & II):	
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