



Relocation Expenses General Information

Allegheny College, with departmental approval, will reimburse actual moving expenses related to the cost of the physical move of household furnishings and personal belongings to Meadville, Pennsylvania and its surrounding areas. Reimbursement for approved moving expenses must have the original receipts attached to the relocation expense report.

Reimbursement would include payment directly to a commercial moving company or truck rental company (without a commercial mover), packing supplies such as boxes, tape, wrapping paper, tolls, meals while traveling, and house hunting expenses limited to one trip, if needed.

Allegheny College would also reimburse mileage related to the cost of driving the employee's personal vehicle from their current home to Meadville, PA, which is based on the current IRS rate for business mileage, or one-way air fare to Meadville, PA. Allegheny does not cover the cost of the packing or unpacking of personal belongings.

Reimbursement must be limited to the cost of the most economical and practical means of transportation available to the employee and dependents.

Please note that moving expenses are taxable as defined by IRS guidelines, which will be included as taxable income on your W-2, where applicable. Reimbursements for the above expenses cannot exceed the amount allocated in the offer letter.