

Rowan University Relocation Expense Checklist

Permissible/Non-permissible Expenses

Expenditure (page 1 of 2)	Eligibility for Reimbursement (Taxable)		
	Always Permissible	Permissible with Approval	Never Permissible
One Pre-move House hunting trip(s) (includes travel, lodging, meals, etc.) – house hunting trip not to exceed 5 days	X		
Airfare from former home to new home for the move trip for Employee and each Household Member	X		
Airfare, cost of travel via motor-vehicle (including tolls and parking), lodging and meals enroute from former home to new home for Non-household member for the move trip.			X
Cost of travel via motor vehicle from former home to new home at the standard mileage rate for moving expenses or rental car costs for Employee and each Household Member for the move trip.	X		
Tolls and Parking fees incurred enroute to new home	X		
Cost of lodging enroute to new home for the move trip including day of arrival for Employee and Household members	X		
Meals for Employee and Household members incurred enroute to new home for the move trip	X		
Cost of transportation of household goods and personal effects via Common Carrier (i.e., United Van Lines, etc.)	X		
Cost of transportation of household goods and personal effects via Non-common Carrier (i.e., truck rental such as U-Haul or Ryder)	X		
Moving Supplies (boxes, tape, etc.)	X		
Cost of packing, shipping household goods and personal effects	X		
Cost of shipping cars / pets to new home	X		
Temporary housing after day of arrival (Max: 14 nights)		X	
Rental car after the move for up to 7 consecutive days		X	

Expenditure (page 2 of 2)	Eligibility for Reimbursement (Taxable)		
	Always Permissible	Permissible with Approval	Never Permissible
Storage of household goods and personal effects for up to 30 consecutive days after the day your household goods are moved from former home and before they are delivered to new home		X	
Storage of household goods and personal effects after the 30 th consecutive day up to 60 days		X	
Any part of the purchase price of new home			X
Vehicle tags and Driver's License			X
Expenses of buying or selling a home			X
Expenses of contracting or breaking a lease			X
Home improvements to help sell your home			X
Loss on the sale of your home			X
Losses from disposing of memberships in clubs			X
Mortgage penalties			X
Real estate taxes			X
Refitting of carpets and draperies			X
Security deposits (including any given up due to the move)			X
Side trips outside the direct move from former to new home			X
Real Estate Agent commission, fees, etc.			X
Payments made with CashApp, Venmo, Zelle, ApplePay, etc.			X
Cash tips			X
State of NJ sales tax made on purchases including meals and lodging			X
Cash Payment for expenses with receipt from valid, verifiable vendor		X	