Kennesaw State University (KSU) will reimburse employees non-taxable IRS qualified expenses up to the approved budget amount within one year from date of employment.

Non-taxable qualified expenses include:

- Moving van line (common carrier)
- Rental truck (self-move)
- Packing/crating
- Insurance
- Storage costs for household goods (up to 30 days)
- Shipping of up to two vehicles
- Final trip costs for employee and family which may include lodging for 2 nights and a maximum of $100.00 per night (no meals are reimbursable)
- Airfare and auto expenses (Mileage may be reimbursed at $.17 per mile or you may submit actual gasoline receipts.)

Please refer to KSU’s relocation policy and IRS Publication 521 for further information.

Kennesaw does not reimburse expenses for:

- Animals (other than household pets)
- Camper trailers
- Boats
- Planes
- Other non-household items

Also, KSU does not reimburse expenses incurred in any real estate, remodeling or utility transactions, nor the storage of goods, except storage of household effects for up to thirty (30) days. Non-qualified reimbursable expenses as determined by IRS regulations will not be reimbursed by the university.

Academic Moves (866-404-0234) provides no-cost relocation services including carrier discounts, priority move dates, community assessments and tours, home finding and rental services as part of their total personal move management program. Academic Moves is a professional but independent service option offered to employees on a voluntary use basis. If you wish to hire Academic Moves to coordinate your relocation, please do so on a “pay for service” basis. You may submit your receipt to KSU for reimbursement. We no longer pay Academic Moves directly.
Instructions for Completing the Employee Expense and Relocation Reimbursement Form

1. At the time of offer for reimbursement of relocation expenses, the employee’s supervisor will:
   - Complete and approve the upper portion of the form located here: Payroll Forms
   - Give the original form to the employee for use in recording relocation expenses

2. Once the move is complete, the employee will:
   - Complete column 1 and sign the form
   - Submit the signed form along with the original receipts to the employee’s supervisor
   - For mileage reimbursement, please include a Google Maps print out or other proof of mileage distance

3. The employee’s supervisor will:
   - Review the form for accuracy
   - Submit the completed form (signed by the employee) with the following:
     - Original receipts
     - A copy of the offer/assignment letter that references the relocation reimbursement
   - Send all of the items above to KSU Payroll Services at Mail Drop 9120 or scan and email to payroll@kennesaw.edu.

4. KSU Payroll Services will:
   - Review the form for completeness and consistency with the original offer letter
   - Review attached receipts and verify that submitted expenses meet the IRS criteria for Qualified Moving Expenses
   - Verify the charges and account distributions
   - Email the employee and notify them of the amount to be reimbursed and the pay-cycle on which it will be included