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Moving Expense Reimbursement Agreement

Tenaha Independent School District (hereinafter "TISD") is providing in its offer of employment a moving expense reimbursement subject to the Superintendent's discretion, to **[Employee Name]**, who currently does not reside within the Tenaha Independent School District boundaries. This amount will be reimbursed to **[Employee name]** upon relocation and submission of receipts for qualified expenses within three months of employment start date. The agreement is only applicable once per household.

One time reimbursement for moving expenses subject to the number of miles the employee must travel:

- 50-100 miles - not to exceed \$1,000
- 101-150 miles – not to exceed \$1,500
- 151-200 miles – not to exceed \$2,000
- 200+ miles – not to exceed \$2,500

Reimbursable expenses include:

- Moving company services related to household goods and personal effects
- Rental of moving trucks or pods
- Storing and insuring of personal effects within any period of 30 consecutive days after the day these goods and effects are moved from former home and before they are delivered to new home
- Packing supplies such as boxes and tape

I also acknowledge that this payment is provided for non-deductible moving expenses and will be included in my gross income as wages and subject to withholding of all applicable taxes.

Employee

Date

Superintendent

Date