

# Colorado State University

## Employee Moving Expense Information

Payments Made

Calendar Year \_\_\_\_\_

Employee: \_\_\_\_\_

Oracle ID number: \_\_\_\_\_

Account Number(s) \_\_\_\_\_

Date Submitted to Payroll \_\_\_\_\_

Processor (initials) \_\_\_\_\_

Type Of Moving Expense	Paid to Third Party (Accounts Payable)	Paid to Employee (Payroll)
Transport of Household Goods & Personal effects, paid to the employee (nontaxable, but <i>reportable</i> )		
Transport of Household Goods & Personal effects, packing & loading, paid to a third party or Transport of Laboratory/Library Materials (nontaxable, non-reportable) 3rd Party Name: _____ Document #(s) _____		
<b>Expenses: Move from old to new home</b>		
Travel/Lodging (non per diem) (nontaxable, but <i>reportable</i> ) 3rd Party Name: _____ Document #(s) _____		
Meal per diem during travel ( <b>taxable</b> ) 3rd Party Name: _____ Document #(s) _____		
Mileage ( <b>\$.30/mile taxable</b> ) _____ miles X .30=		
Mileage ( <b>\$.19/mile nontaxable, non-reportable</b> ) _____ miles X .19=		
<b>Expenses: Househunting</b>		
Travel/Lodging (non per diem) ( <b>taxable</b> ) 3rd Party Name: _____ Document #(s) _____		
Meal per diem while househunting ( <b>taxable</b> ) 3rd Party Name: _____ Document #(s) _____		
<b>Expenses: Temporary Quarters*</b>		
Temporary Quarters (non per diem) ( <b>taxable</b> ) 3rd Party Name: _____ Document #(s) _____		
Meal per diem ( <b>taxable</b> ) 3rd Party Name: _____ Document #(s) _____		
<b>Miscellaneous Payments</b>		
Storage ( <b>taxable</b> ) 3rd Party Name: _____ Document #(s) _____		
<b>TOTALS</b>		

**NONTAXABLE TOTAL, NonReportable**

**NONTAXABLE TOTAL,  
Reportable**

**TAXABLE TOTAL:**

January 1, 2016-December 31, 2016