

Moving Reimbursement Check List

House hunting/Moving expenses payable to a new employee must be claimed on a Disbursement Voucher.

Payment Information Section

- ▶ Payee ID must be the active CSUID number.

Accounting Lines

- ▶ Object code must be 6629

Notes and Attachments Section

- ▶ Breakdown of all househunting/moving expenses attached
- ▶ All Receipts/proof of payment attached with account numbers BLACKED OUT

Offer Letter attached:

- ▶ Must be signed by the dept head and the new employee
- ▶ Must include refund of moving allowance statement
- ▶ Must include official start date and the amount of the moving allowance.
- ▶ Note Text is used to explain anything unusual.
- ▶ All Attached Files are in PDF format

Mileage

- ▶ Breakdown of mileage provided if mileage claim exceeds Mapquest calculation

Rental Car

- ▶ Actual contract is provided not just the rental car agreement.

Gas

- ▶ Receipts are provided for all gas claims.
- ▶ Reimbursement cannot be made if a receipt has been lost.

Per Diem – Meal Claim

- ▶ Per diem rate and destination are same. If claiming high cost - city (or county – provide county name) is listed as high cost area. Any location not listed as high cost area is base rate per diem.

Lodging

- ▶ Original hotel folio provided
- ▶ Only claiming room and taxes (no misc. charges)

International move

- ▶ Exchange rate provided – not just “used Oanda”
- ▶ US Dollar amount is written on each receipt or each receipt is taped to Oanda print out.
- ▶ Explain what each receipt is for; tell us what the traveler told you.

Miscellaneous

- ▶ Detailed Purpose and Justification is provided in the Explanation box NOT the Check Stub Text
- ▶ Receipts are provided regardless of dollar amount for any non-typical travel expense (packing supplies, tow bar rentals, etc.)
- ▶ Reimbursement claims must fall within the dates of the househunting trip or actual move (include explanation on receipt or in Note Text for anything unusual).

Purchase Order Payable to the Moving Company

- ▶ If moving company invoice is sent to the department, be sure to mail it to Travel Services-verify PO number is on the invoice.

Offer Letter attached:

- ▶ Must be signed by the dept head and the new employee
- ▶ Must include refund of moving allowance statement
- ▶ Must include official start date and the amount of the moving allowance.
- ▶ Note Text is used to explain anything unusual.
- ▶ All Attached Files are in PDF format