

## TRAVEL INFORMATION

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Complete moving expense regulations can be found on the Business and Financial Services web page.

<http://busfin.colostate.edu/>

Information is also available from Travel Services:

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## DON'T FORGET TO KEEP.....

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- Three responsible bids
- Lodging folio
- Rental car receipt
- Ground transportation receipts (over \$25.00)
- A copy of all receipts for your records

## PLEASE REMEMBER.....

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- To sign your payment disclosure statement
- Your reimbursement will be deposited into the same account as your monthly pay check



# POCKET GUIDE

for

# Moving Expenses

Visit the Travel Home Page at:

<http://busfin.colostate.edu/trv.aspx>



## GENERAL POLICY

The moving allowance provided by Colorado State University addresses business interests of the University and personal interests of the prospective employee. This policy applies to all offers made to prospective Academic Faculty and Administrative Professionals, when the offer letter includes a provision for a moving allowance. The moving allowance must be a pre-determined, fixed amount, and must be outlined in the candidate's offer letter. For all moving reimbursements, the University will comply with IRS tax reporting requirements.

## PROCEDURES

- 1) Read the Moving Expenses FPI and make sure you are familiar with the University's Moving Policy.
- 2) Make sure that the moving allowance is documented in your offer letter. This letter should include the following information in the signed acknowledgement, **and this must be attached to all requests for payment:** 1) payments cannot be allowed prior to the official start date in your permanent assignment; and 2) if termination occurs within 12 months of the starting date, or one fall and one spring semester for a nine-month appointment, for reasons within your control, the University must be refunded in full for all previously paid moving expenses, including in-kind services.
- 3) Decide on either a commercial move or a self-move. A list of vendors with whom contracts exist is available at: Procurement Services. <http://www.purchasing.colostate.edu/procurement/moving.aspx>
- 4) If using a commercial mover, obtain 3 responsible bids (complete bids). The University will pay the commercial mover directly, using a Purchase Order (PO) that will be created by your department. You will need to submit the original invoice with this PO for payment.

- 5) If using a self-move alternative, contact your insurance agent for information on what is and is not covered while you are moving. Most homeowner's policies do not provide coverage for your contents.
- 6) Have a safe move! (keep in mind what the policies are re: what is and what is not reimbursable!)
- 7) Once you arrive at work at CSU:
  - a. If you have a bill from the commercial mover, submit it to your department. They will create a PO and Travel will pay for this charge.
  - b. The remaining expenses also need to be submitted on a separate DV. Include the Signed Acknowledgement and a copy of the offer letter!!
  - c. Reimbursable expenses include:
    - i. Per diem for travel (moving and house-hunting)
    - ii. Mileage for driving up to 2 automobiles from the former residence to the new residence.
    - iii. House-hunting trips-2 trips are allowed, including transportation, meals and lodging for the employee and spouse (no children), not to exceed 2 weeks in total. Airfare is not to exceed coach airfare.
    - iv. Coach airfare by the most direct route for the family (employee, spouse, and any unmarried, dependent children) is allowed for the actual move.
    - v. Lodging and meal per diem while en-route

The DV will be reviewed for accuracy and for necessary receipts (receipts are required for everything except mileage and per diem). The actual reimbursement is made by the Payroll Department, with information provided to them from the DV. The expenses are broken into taxable and non-taxable categories, and will be reported, as required on the employee's W-2. **If received prior to the 15<sup>th</sup> of the month, the reimbursement should be received by the end of that month. Paper work received after the 15<sup>th</sup> will not be paid until the following month. For this reason, it is very important that you and the department process this paperwork as soon as you arrive on campus!!**

**Note:** All expenses must be reimbursed to the employee OR paid directly to a vendor (commercial mover). Advances and prepayments are not permitted.

### **Moving Expenses do not include:**

1. **First class airfare**
2. **Personal side trips when en-route**
3. **Income tax consequences**
4. **Any costs related to buying, selling, or renting a home**