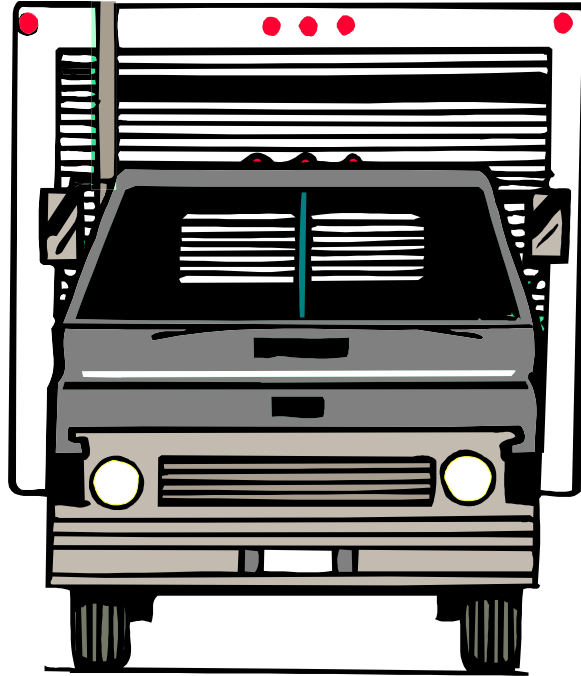


# **CSU Extension**

## **Moving Reimbursement Packet**



### **Contents:**

- ▶ **Moving Overview**
- ▶ **Moving Expense Authorization Letter**
- ▶ **Moving Expense Reimbursement Form**
- ▶ **University Moving Regulations**
- ▶ **Contract Moving Companies**

## Moving Overview

Welcome to Colorado State University Extension. The enclosed packet has been prepared to assist you with your relocation process. Once you have had an opportunity to look through this material, please **call Ellen Hughes, in the Extension Fiscal Office at (970) 491-7526** to confirm the start of the moving process and to answer any questions you may have concerning your move.

### Prior to your move:

- 1) Sign and fax or scan and email a copy of the Moving Expense Authorization Letter to the Fiscal Office (fax #970-491-7396). This must be signed by you and your administrator in order for your commercial move to be approved, and your request for reimbursement to be processed. Mail in the original document.
- 2) In the case of a commercial move, obtain “binding” estimates from three of the vendors listed in this packet (we normally use the lowest estimate). Tell the vendors that your move will be paid through CSU and that you will need a “binding estimate” (guaranteed price) faxed or scan and email directly to Ellen in the Fiscal Office (above), as well as a copy for yourself.
- 3) Call the Fiscal Office to confirm receipt of these 3 items (1 Authorization letter and 3 estimates). **You must contact the Fiscal Office for authorization prior to making final arrangements with the movers.** Ellen will confirm the lowest binding estimate, and notify you as to the mover with which you may make arrangements.
- 4) You may then schedule your move with the approved vendor. CSU pays the vendor directly.
- 5) You, your spouse, and dependent children are covered for additional “moving day” expenses. Save all detailed receipts, including detailed meals receipts. Meals without receipts may be claimed at a rate of \$46 per day per individual. First and last day of travel is paid at 75% of per diem.

### After your move:

- 6) Submit personal moving expenses (house hunting, as well as “moving day” expenses) via the Moving Expense Reimbursement Form. Since some of these expenses are taxable, you will be reimbursed through your regular monthly payroll. Submit these expenses to Ellen Hughes by the first of any given month to ensure payment at the end of that month.

If you elect to move yourself: You will need two written rental bids to be reimbursed for additional rental truck/trailer costs (up to the lowest bid).

Up to two house hunting trips are covered (for you and your spouse only, not to exceed two weeks in total). Reimbursement will not be made until after your official hire date. Meals are reimbursed at actual cost, up to the designated per diem rate (save original receipts). Please be aware that these expenses are part of the total allowed for your move.

We hope your move runs smoothly. If you have any questions, please do not hesitate to call Ellen Hughes in the Fiscal Office.

## Colorado State University Extension Moving Expense Authorization

**Date:**

**To:**

**Position:**

You are hereby authorized a moving reimbursement of up to \$ \_\_\_\_\_ to assume the position indicated above. Reimbursement is subject to the provisions of the Colorado State University moving policy, a copy of which is attached to this authorization.

Please read the attached policy carefully, and address any questions regarding the provisions of the moving policy to Ellen Hughes (970) 491-7526.

Upon completion of your move, your moving reimbursement request should be sent to Ellen Hughes (4040 Campus Delivery, Colorado State University, Fort Collins, CO 80523-4040) and should include the following:

1. A signed authorization form.
2. A completed moving reimbursement form (copy attached).
3. All original detailed receipts.

Reimbursement cannot be made prior to your official starting date, and advances are not allowed. All reimbursements will be processed through the University payroll system and will be included in your month-end salary check. Normally, reimbursement requests submitted to the Fiscal Office after the 1<sup>st</sup> of the month will not be paid until the next month.

Normally, payment is made by the University directly to a commercial moving company. We generally recommend that you ask your moving company to bill the University, which will limit your out-of-pocket expenses.

The purpose of providing a moving allowance for new or relocating employees is to enable the employee to move closer to the newly assigned work location. Given this purpose, moving expenses will only be paid when the move is for a distance of more than 50 miles and enables the new employee to be at least 50 miles closer to the assigned work location. If your move meets these criteria, the institution will pay reasonable relocation costs within 12 months of your start date until \_\_\_\_\_, to a maximum of \$ \_\_\_\_\_. You will need to secure three guaranteed bids from CSU approved moving companies and get prior approval for the moving expenses. Included in the financial limits stated above would be reasonable costs of your visits to look for housing. Payments cannot be made prior to the official start date of the appointment. In the event that you choose to relinquish your position, for reasons within your control, before your one-year anniversary date, you will be required to reimburse the University for all moving and relocation expenses, including in-kind services. The university's Moving Manual and Moving Expense Pocket Guide can be found under Guides and Manuals at <http://busfin.colostate.edu/guides.aspx>. Your signature at the bottom of this form is your acknowledgment of this provision.

Moving Expense Authorized By: (Regional Director/Associate Director)

\_\_\_\_\_ Date: \_\_\_\_\_

Employee Acknowledgment of Moving Policy:

\_\_\_\_\_ Date: \_\_\_\_\_

## Colorado State University Extension Moving Expense Reimbursement Form

Name:			CSU ID #:		
Position:			Starting Date:		
Departed From:			Date:	Time:	
Arrived at:			Date:	Time:	
House Hunting Trip Involved?	Yes	No	Dates of House Hunting:		

Address for Reimbursement Check Mailing:

Street:	City:	Zip:
---------	-------	------

### Moving & House Hunting Expense Detail:

Commercial move involved? (paid directly to moving company)	Yes	No
Employee Self Move: Cost of Rented Moving Vehicle (attach 2 bids and original receipt)		
Employee Self Move: Fuel Cost for Rented Moving Vehicle (attach receipts)		
Personal Vehicle Mileage @	Mileage Car #1:	Car #2:
Other Expenses: (Explain & attach receipts)		
<b>Subtotal</b>	<b>\$</b>	

Fill in the following table with the date, city and # of family members for whom each meal is claimed. Since per diem rates vary on location, the \$ amounts will be filled in by the Fiscal Office. First and last day of travel is paid at 75% of per diem.

Fill in the actual lodging amounts (Attach original receipts for meals and lodging).

Date	City	Breakfast	Lunch	Dinner	Per Diem	Lodging	Amounts in the shaded areas will be filled in by the Fiscal Office
<b>Subtotal Meals &amp; Lodging</b>							<b>\$</b>
<b>Total Moving &amp; House Hunting Expenses</b>							<b>\$</b>

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

## **Financial Policy & Procedures – Moving Manual**

### **For Most Current Info Go To Website At:**

[http://busfin.colostate.edu/fpi/2\\_group/FPI%202-6%20Moving%20Expenses.pdf](http://busfin.colostate.edu/fpi/2_group/FPI%202-6%20Moving%20Expenses.pdf)

***OR*** this is located under main CSU website [www.colostate.edu](http://www.colostate.edu) – click on “B” , then click on “Business and Financial Services”, then left hand side click on “Travel Services”, and under Guides and Manuals click on “Moving Manual (FPI D-4)”

### **Contract Moving Companies**

**Go to <http://www.purchasing.colostate.edu/procurement/moving.aspx> for most up-to-date information**

***OR*** this is located under main CSU website [www.colostate.edu](http://www.colostate.edu) – click on “P” , then click on “Procurement Services”, then right hand side click on “How To”, and drop down arrow to “Moving Expenses”