

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) _____		
Expenses: Move from old to new home		
Travel/Lodging (non per diem) (nontaxable, but <i>reportable</i>) 3rd Party Name: _____ Document #(s) _____		
Meal per diem during travel (taxable) 3rd Party Name: _____ Document #(s) _____		
Mileage (\$.30/mile taxable) _____ miles X .30=		
Mileage (\$.19/mile nontaxable, non-reportable) _____ miles X .19=		
Expenses: Househunting		
Travel/Lodging (non per diem) (taxable) 3rd Party Name: _____ Document #(s) _____		
Meal per diem while househunting (taxable) 3rd Party Name: _____ Document #(s) _____		
Expenses: Temporary Quarters*		
Temporary Quarters (non per diem) (taxable) 3rd Party Name: _____ Document #(s) _____		
Meal per diem (taxable) 3rd Party Name: _____ Document #(s) _____		
Miscellaneous Payments		
Storage (taxable) 3rd Party Name: _____ Document #(s) _____		
TOTALS		

NONTAXABLE TOTAL, NonReportable

**NONTAXABLE TOTAL,
Reportable**

TAXABLE TOTAL:

January 1, 2016-December 31, 2016