# Colorado State University
## Employee Moving Expense Information
### Payments Made
#### Calendar Year______

<table>
<thead>
<tr>
<th>Employee:</th>
<th>Oracle ID number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number(s)</td>
<td>Date Submitted to Payroll</td>
</tr>
</tbody>
</table>

### Type Of Moving Expense

<table>
<thead>
<tr>
<th>Paid to Third Party (Accounts Payable)</th>
<th>Paid to Employee (Payroll)</th>
</tr>
</thead>
</table>

- **Transport of Household Goods & Personal effects, paid to the employee (nontaxable, but reportable)**
- **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 reportable)**
  - 3rd Party Name:___________________________________
  - Document #(s)____________________________________
- **Meal per diem during travel (taxable)**
  - 3rd Party Name:___________________________________
  - Document #(s)____________________________________
- **Mileage ($0.30/mile taxable)**
  - miles X .30=
- **Mileage ($0.19/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