

# 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<br>(Accounts Payable) | Paid to Employee<br>(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)<br>3rd Party Name: _____<br>Document #(s) _____ |   |                               |
| <b>Expenses: Move from old to new home</b>  |   |                               |
| Travel/Lodging (non per diem) (nontaxable, but <i>reportable</i> )<br>3rd Party Name: _____<br>Document #(s) _____  |   |                               |
| Meal per diem during travel ( <b>taxable</b> )<br>3rd Party Name: _____<br>Document #(s) _____  |   |                               |
| Mileage ( <b>\$.31/mile taxable</b> )<br>_____ miles X .31=   |   |                               |
| Mileage ( <b>\$.17/mile nontaxable, reportable</b> ) _____ miles X .17=   |   |                               |
| <b>Expenses: Househunting</b>   |   |                               |
| Travel/Lodging (non per diem) ( <b>taxable</b> )<br>3rd Party Name: _____<br>Document #(s) _____  |   |                               |
| Meal per diem while househunting ( <b>taxable</b> )<br>3rd Party Name: _____<br>Document #(s) _____   |   |                               |
| <b>Expenses: Temporary Quarters*</b>  |   |                               |
| Temporary Quarters (non per diem) ( <b>taxable</b> )<br>3rd Party Name: _____<br>Document #(s) _____  |   |                               |
| Meal per diem ( <b>taxable</b> )<br>3rd Party Name: _____<br>Document #(s) _____  |   |                               |
| <b>Miscellaneous Payments</b>   |   |                               |
| Storage ( <b>taxable</b> )<br>3rd Party Name: _____<br>Document #(s) _____  |   |                               |
| <b>TOTALS</b>   |   |                               |

**NONTAXABLE TOTAL, NonReportable**

**NONTAXABLE TOTAL,  
Reportable**

**TAXABLE TOTAL:**

**January 1, 2017-December 31, 2017**