

# 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 (taxable)		
Transport of Household Goods & Personal effects, packing & loading, paid to a third party or Transport of Laboratory/Library Materials (taxable) 3rd Party Name: _____ Document #(s) _____		
<b>Expenses: Move from old to new home</b>		
Travel/Lodging (taxable) 3rd Party Name: _____ Document #(s) _____		
Meal per diem during travel (taxable) 3rd Party Name: _____ Document #(s) _____		
Mileage (taxable) _____ miles X .49=		
<b>Expenses: Househunting</b>		
Travel/Lodging (taxable) 3rd Party Name: _____ Document #(s) _____		
Meal per diem while househunting (taxable) 3rd Party Name: _____ Document #(s) _____		
<b>Expenses: Temporary Quarters*</b>		
Temporary Quarters (non per diem taxable) 3rd Party Name: _____ Document #(s) _____		
Meal per diem (taxable) 3rd Party Name: _____ Document #(s) _____		
<b>Miscellaneous Payments</b>		
Storage (taxable) 3rd Party Name: _____ Document #(s) _____		
<b>TAXABLE TOTALS</b>		