

Colorado State University

Employee Moving Expense Information

Payments Made

Calendar Year _____

Employee: _____ CSUID 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) _____		
Expenses: Move from old to new home		
Travel/Lodging (taxable) 3rd Party Name: _____ Document #(s) _____		
Meal per diem during travel (taxable) 3rd Party Name: _____ Document #(s) _____		
Mileage (taxable) _____ miles X .49=		
Expenses: Househunting		
Travel/Lodging (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) _____		
TAXABLE TOTALS		