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

**Employee:**
**Oracle ID number:**

**Account Number(s):**

**Date Submitted to Payroll** | **Processor (initials)**
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### Type Of Moving Expense | **Paid to Third Party** (Accounts Payable) | **Paid to Employee** (Payroll)
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#### 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