

# 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 (taxable)  |   |                               |
| Transport of Household Goods & Personal effects, packing & loading, paid to a third party or Transport of Laboratory/Library Materials (taxable)<br>3rd Party Name: _____<br>Document #(s) _____ |   |                               |
| <b>Expenses: Move from old to new home</b>   |   |                               |
| Travel/Lodging (taxable)<br>3rd Party Name: _____<br>Document #(s) _____   |   |                               |
| Meal per diem during travel (taxable)<br>3rd Party Name: _____<br>Document #(s) _____  |   |                               |
| Mileage (taxable) _____ miles X .52=   |   |                               |
| <b>Expenses: Househunting</b>  |   |                               |
| Travel/Lodging (taxable)<br>3rd Party Name: _____<br>Document #(s) _____   |   |                               |
| Meal per diem while househunting (taxable)<br>3rd Party Name: _____<br>Document #(s) _____   |   |                               |
| <b>Expenses: Temporary Quarters*</b>   |   |                               |
| Temporary Quarters (non per diem taxable)<br>3rd Party Name: _____<br>Document #(s) _____  |   |                               |
| Meal per diem (taxable)<br>3rd Party Name: _____<br>Document #(s) _____  |   |                               |
| <b>Miscellaneous Payments</b>  |   |                               |
| Storage (taxable)<br>3rd Party Name: _____<br>Document #(s) _____  |   |                               |
| <b>TAXABLE TOTALS</b>  |   |                               |