

## Colorado State University Extension Moving Expense Authorization

**Date:**

**To:**

**Position:**

You are hereby authorized a moving reimbursement of up to \$7,500 to assume the position indicated above. Reimbursement is subject to the provisions of the Colorado State University moving policy, a copy of which is attached to this authorization.

Please read the attached policy carefully, and address any questions regarding the provisions of the moving policy to Denise Parcesepe (970) 491-7526.

Upon completion of your move, your moving reimbursement request should be sent to Denise Parcesepe (4040 Campus Delivery, Colorado State University, Fort Collins, CO 80523-4040) and should include the following:

1. A signed copy of this authorization form.
2. A completed moving reimbursement form (copy attached).
3. All original receipts.

Reimbursement cannot be made prior to your official starting date, and advances are not allowed. All reimbursements will be processed through the University payroll system and will be included in your month-end salary check. Normally, reimbursement requests submitted to the Fiscal Office after the 10th of the month will not be paid until the next month.

Normally, payment is made by the University directly to a commercial moving company. We generally recommend that you ask your moving company to bill the University, which will limit your out-of-pocket expenses.

The purpose of providing a moving allowance for new or relocating employees is to enable the employee to move closer to the newly assigned work location. Given this purpose, moving expenses will only be paid when the move is for a distance of more than 50 miles and enables the new employee to be at least 50 miles closer to the assigned work location. If your move meets these criteria, the institution will pay reasonable relocation costs within 12 months of your start date until \_\_\_\_\_, to a maximum of \$7,500. You will need to secure at least two guaranteed bids from moving companies and get prior approval for the moving expenses. Included in the financial limits stated above would be reasonable costs of your visits to look for housing. Payments cannot be made prior to the official start date of the appointment. In the event that you choose to relinquish your position, for reasons within your control, before your one-year anniversary date, you will be required to reimburse the University for all moving and relocation expenses, including in-kind services. The university's Moving Manual and Moving Expense Pocket Guide can be found under Guides and Manuals at <http://busfin.colostate.edu/guides.aspx>. Your signature at the bottom of this form is your acknowledgment of this provision.

Moving Expense Authorized By: (Regional Director/Associate Director)

\_\_\_\_\_

Date: \_\_\_\_\_

Employee Acknowledgment of Moving Policy:

\_\_\_\_\_

Date: \_\_\_\_\_