

Colorado State University Extension Moving Expense Reimbursement Form

Name:			
Position:		Starting Date:	
Departed From:		Date:	Time:
Arrived at:		Date:	Time:
House Hunting Trip Involved?	Yes	No	Dates of House Hunting:

Address for Reimbursement Check Mailing:

Street:	City:	Zip:
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Moving & House Hunting Expense Detail:

Commercial move involved? (paid directly to moving company)	Yes	No
Employee Self Move: Cost of Rented Moving Vehicle (attach 2 bids and original receipt)		
Employee Self Move: Fuel Cost for Rented Moving Vehicle (attach receipts)		
Personal Vehicle Mileage @ .50¢	Mileage Car #1:	Car #2:
Other Expenses: (Explain & attach receipts)		
Subtotal		\$

Fill in the following table with the date, city and # of family members for whom each meal is claimed. Since per diem rates vary on location, the \$ amounts will be filled in by the Fiscal Office. First and last day of travel is paid at 75% of per diem.

Fill in the actual lodging amounts (Attach original receipts for meals and lodging).

Date	City	Breakfast	Lunch	Dinner	Per Diem	Lodging	Amounts in the shaded areas will be filled in by the Fiscal Office
Subtotal Meals & Lodging							\$
Total Moving & House Hunting Expenses							\$

Employee Signature

Date