

Moving Overview

Welcome to Colorado State University Extension. The enclosed packet has been prepared to assist you with your relocation process. Once you have had an opportunity to look through this material, please **call Denise Parcesepe, in the Extension Fiscal Office at (970) 491-7526** to confirm the start of the moving process and to answer any questions you may have concerning your move.

Prior to your move:

- 1) Sign and fax a copy of the Moving Expense Authorization Letter to the Fiscal Office (fax #970-491-7396). This must be signed by you and your administrator in order for your commercial move to be approved, and your request for reimbursement to be processed.
- 2) In the case of a commercial move, obtain “binding” estimates from at least two of the vendors listed in this packet (we normally use the lowest estimate). Tell the vendors that your move will be paid through CSU and that you will need a “binding estimate” (guaranteed price) faxed directly to Denise in the Fiscal Office (above), as well as a copy for yourself.
- 3) Call the Fiscal Office to confirm receipt of these 3 items (1 Authorization letter and 2 estimates). **You must contact the Fiscal Office for authorization prior to making final arrangements with the movers.** Denise will confirm the lowest binding estimate, and notify you as to the mover with which you may make arrangements.
- 4) You may then schedule your move with the approved vendor. CSU pays the vendor directly.
- 5) You, your spouse, and dependent children are covered for additional “moving day” expenses. Meals without receipts may be claimed at a rate of \$39 per day per individual. First and last day of travel is paid at 75% of per diem.

After your move:

- 6) Submit personal moving expenses (house hunting, as well as “moving day” expenses) via the Moving Expense Reimbursement Form. Since some of these expenses are taxable, you will be reimbursed through your regular monthly payroll. Submit these expenses to Denise Parcesepe by the 10th of any given month to ensure payment at the end of that month.

Up to two house hunting trips are covered (for you and your spouse only, not to exceed two weeks in total). Reimbursement will not be made until after your official hire date. Meals are reimbursed at actual cost, up to the designated per diem rate (save original receipts). Please be aware that these expenses are part of the total \$7,500 allowed for your move.

We hope your move runs smoothly. If you have any questions, please do not hesitate to call Denise Parcesepe in the Fiscal Office.