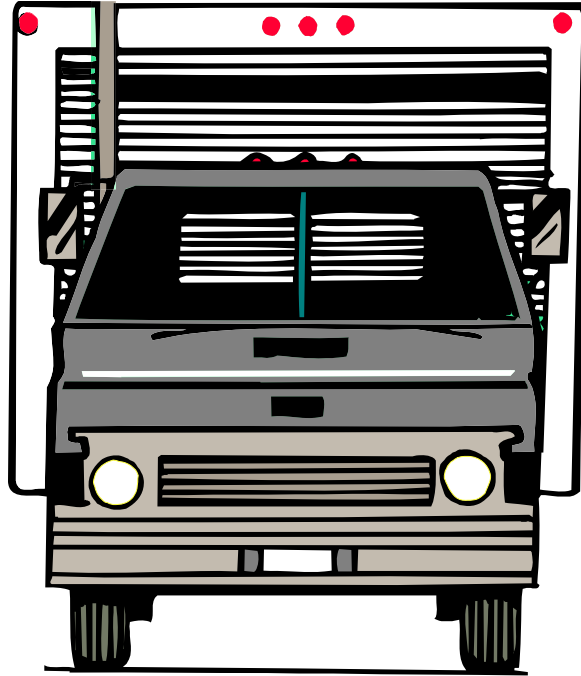


## **CSU Extension**

### **Moving Reimbursement Packet**



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- ▶ **Moving Overview**
- ▶ **Moving Expense Authorization Letter**
- ▶ **Moving Expense Reimbursement Form**
- ▶ **University Moving Regulations**
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## 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 first of any given month to ensure payment at the end of that month.

If you elect to move yourself: You will need two written rental bids to be reimbursed for additional rental truck/trailer costs (up to the lowest bid).

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.

## 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.
4. If requesting reimbursement for a 'self move', two competitive commercial moving bids.

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 1<sup>st</sup> 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 institution will pay reasonable relocation costs within 12 months of your start date in this position to a maximum of \$7,500. If you terminate your position within 12 months of the starting date, for reasons within your control, the University must be refunded in full for all previously paid moving expenses. Your signature at the bottom of this form is your acknowledgment of these provisions.

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

\_\_\_\_\_

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

Employee Acknowledgment of Moving Policy:

\_\_\_\_\_

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

## 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 @ .53¢	Mileage Car #1:	Car #2:
Other Expenses: (Explain & attach receipts)		
<b>Subtotal</b>	<b>\$</b>	

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
<b>Subtotal Meals &amp; Lodging</b>						<b>\$</b>	
<b>Total Moving &amp; House Hunting Expenses</b>						<b>\$</b>	

\_\_\_\_\_

Employee Signature Date

## **Financial Policy & Procedures – Moving Manual**

### **For Most Current Info Go To Website At:**

[http://busfin.colostate.edu/fpi/d\\_group/fpi%20D-4%20mov.pdf](http://busfin.colostate.edu/fpi/d_group/fpi%20D-4%20mov.pdf)

**OR** this is located under main CSU website [www.colostate.edu](http://www.colostate.edu) – click on “B” , then click on “Business and Financial Services”, then left hand side click on “Travel Services”, and under Guides and Manuals click on “Moving Manual (FPI D-4)”

### **I. Moving Expenses**

- A. Purpose of moving allowance:** The moving allowance provided by Colorado State University addresses business interests of the University and personal interests of the prospective employee. The public interest is served when the allowance is reasonable and necessary to attract candidates in competitive national searches. The candidates’ personal interest is served when the allowance is predictable and the amount is not an obstacle to making an informed decision to accept the position.
- B. Application:** This policy applies to all offers made to prospective Academic Faculty and Administrative Professionals, when the offer letter includes a provision for a moving allowance. Offers made to State Classified employees are covered in Chapter 2-9 of the State Fiscal Rules.
- C. Policy:** The moving allowance must be a pre-determined, fixed amount, and must be outlined in the candidate’s offer letter, providing approvals have been obtained and funding is identified. There is a specific form and content for adherence to this policy, and the permitted moving expenses are determined by this policy. For all moving reimbursements, the University will comply with IRS tax reporting requirements.

### **II. Approvals**

- A. Up to and including \$7,500** – approved by the department head and stated in the offer letter.
- B. Over \$7,501** – approved by the respective vice president and the Vice President for Administrative Services.
- C.** An additional \$2,000 may be allowed for the movement of a professional laboratory – approved by the department head, and stated in the offer letter.

**The maximum dollar limit for gross reimbursements will be the amount stated in the employee’s offer letter. The gross reimbursements include:**

- 1) expenses reimbursed to the employee
- 2) expenses paid directly to vendors
- 3) the value of in-kind services or University assets used by the employee, for example, use of hotel accommodations acquired by the University in an exchange transaction or use of a University dorm room

**For Example: John Doe has a \$7,500 moving allowance limit, and Allied Van Lines charged \$5,500 to move his household goods. He submits an AFE for \$3,000 for moving expenses and uses \$200 of in-kind services. John Doe will receive reimbursement for \$1,800 ( $\$7,500 - \$5,500 = \$2,000 - \$200 = \$1,800$ ), and will be out-of-pocket the remaining \$1,200.**

### III. Tax Reporting

Certain payments are subject to IRS reporting and/or withholding, because they are a taxable benefit to the employee. All reimbursements to individuals must be submitted on an Authorization for Expenditure (AFE) and receipts must be included. Failure to include a receipt will result in a delay in processing. This document is **reviewed** by the travel department but is then **processed** by the payroll department, and the payments are made along with the employee's wages. This allows for accurate reporting and withholding on taxable transactions. The deadline for submitting documents to payroll is the 10<sup>th</sup> of each month, to be included in that month's paycheck. Travel must receive documents at least one week prior to the 10<sup>th</sup> in order to make the deadline imposed by payroll. Payments to vendors (for example, commercial van lines) are made directly to the vendor, via an AFE, by Travel.

#### **Non-taxable, but reportable expenses:**

- √ Transportation of household goods and personal effects
- √ Packing and related materials
- √ Loading and unloading
- √ Travel and lodging expenses during the move (except for meals)
- √ Mileage at \$.27 per mile

#### **Taxable expenses:**

- √ Meals for travel (moving, house-hunting, or while in temporary lodging)
- √ Travel and lodging for house-hunting, including use of University assets or services
- √ Temporary lodging
- √ Storage and any miscellaneous payments
- √ Mileage exceeding \$.27 per mile. (CSU reimburses \$.53 per mile, according to Colorado State Fiscal Rules)
- √ ALL relocation expenses for short-distance moves (less than 50 miles) MAY be taxable, consult a tax professional for the IRS regulations that may be applicable.

### IV. Contracting for Moving Services

#### **A. Commercial Moves**

At least two responsible bids (complete bids) should be obtained prior to selecting a commercial mover. Payment is allowed within the \$7,500 household, \$2,000 laboratory limits, unless additional amounts have been previously approved. These invoices can include packing, insurance, transportation, storage (not to exceed 30 days), unpacking, and installation and hookup of existing utilities (not including wiring, plumbing or vents). A list of vendors with whom contracts exist is available at:

<http://www.purchasing.colostate.edu/pages/faculty.asp>

#### **B. Employee Self Moves**

An employee may choose to provide moving services on his or her own.

Payment is allowed for rental trucks and trailers, as long as the total moving allowance is not exceeded.

### C. Moving Alternatives

There are alternatives available that are hybrids of commercial moves, but the person who is moving actually does some of the work. There are commercial companies that will provide a trailer, which the employee would load, then the company drives the trailer to the new home, and the employee unloads it. The trucking company allows enough time both for the loading and unloading of the trailer. This can save the expenses related to packing and loading, but prevents the employee from having to drive a truck or trailer. Payment is allowed for this type of move, as long as the total moving allowance is not exceeded.

*A warning about self-moves and moving alternatives:* When an individual is responsible for their own move, including packing and loading, content insurance may not be available, and most homeowner's policies will not provide coverage. Contact your insurance agent for additional information.

### V. Form and Content

**A. Payment Disclosures:** The prospective employee must be notified in writing, with the signed acknowledgement attached to requests for payment that:

- i. Payments cannot be allowed prior to the official start date in his/her permanent assignment.
- ii. If termination occurs within 12 months of the starting date, or one fall and one spring semester for a nine-month appointment, for reasons within the employee's control, the University must be refunded in full for all previously paid moving expenses, including trade-outs.

a. **Permitted moving expenses include:**

- i. Mileage is allowed for driving up to two automobiles from the former residence to the new residence. Mileage will be reimbursed at the State of Colorado approved rate.
- ii. House-hunting trips – expenses for two trips may be reimbursed, including transportation, meals, and lodging for the employee and spouse only, not to exceed two weeks in total. Air transportation is not to exceed coach airfare. Coach airfare by the most direct route for the family (employee, spouse, and any unmarried, dependent children) IS ALLOWED FOR THE ACTUAL MOVE.
- iii. Lodging and meals, while en-route, and up to one week after arrival.

Note: All expenses must be reimbursed to the individual or paid directly to a vendor. Advances and/or prepayment are not permitted.

b. **Moving expenses do not include:**

- i. First class airfare
- ii. Personal side trips while en-route
- iii. Income tax consequences
- iv. Any costs related to buying, selling, or renting a home

## **Contract Moving Companies (As of July 21, 2008)**

Go to <http://www.purchasing.colostate.edu/pages/faculty.asp> for most up-to-date information

### **Allied**

Interstate Moving, Cheyenne, WY  
(800) 445-3722  
Georgia Bierly  
[interstatemoving@msn.com](mailto:interstatemoving@msn.com)

### **Armstrong Moving and Storage**

(970) 484-0700  
(800) 945-9013  
Sara Anderson  
[sanderson@armstrongmoving.com](mailto:sanderson@armstrongmoving.com)

### **Exodus Moving and Storage**

Local, National, and International Moves  
Short and long term storage available  
(800) 549-1488  
(970) 484-1488 office  
Ken Krumrey

[www.exodusmoving.com](http://www.exodusmoving.com)

### **Graebel Van Lines**

Graebel/Denver Movers, Inc.  
(800) 373-1970  
Soni Walker  
[swalker@graebel.com](mailto:swalker@graebel.com)  
[www.graebel.com](http://www.graebel.com)

### **Joyce Van Lines, Inc.**

(303) 449-2222  
(800) 210-7878  
Bill Adams

### **Mayflower**

Arrow Moving and Storage  
(800) 442-2821  
Laurie Farrar

### **North American**

Great Plains Moving and Storage  
(800) 888-7311  
(303) 329-6990  
Heather Bly  
[bly@greatplainsmoving.com](mailto:bly@greatplainsmoving.com)

### **Wheaton World Wide Moving**

(317) 576-7206  
Dave Belford  
[Dave\\_belford@wvlcorp.com](mailto:Dave_belford@wvlcorp.com)  
[www.wheatonworldwide.com](http://www.wheatonworldwide.com)