

University of Idaho

EMPLOYEE MOVING EXPENSE REIMBURSEMENT

New Employee Information

Name		Department	
Vandal Number		Moving Locations	
Effective Date of Hire		Origination:	
Email Address		Destination:	
Phone or Cell Number		Travel Dates:	

Moving Expense

Transportation and Storage of Household goods * receipts required to document expense

Truck or moving van rental		Fuel for moving truck	
Commercial moving costs		Personal property insurance	
Car transport by carrier (2 max)		Storage of household goods for a period no longer than 30 days	
		Total of Transportation of Goods	

Travel Expenses Directly Related to the Move

How many family members participated in the move? _____

Transportation:		Airfare	
Lodging: Travel time + 5 days		Mileage @ current State rate	
Per diem @ In-State rate for up to 4 individuals (no receipts required)		Other: Train, Bus etc.	
Pre-move house-hunting expenses		Car rental	
		Total of Travel Related Expense	
		TOTAL REIMBURSEMENT	

Agreement

1. If an employee who receives moving expense reimbursement fails to fulfill his or her contract or appointment obligation and voluntarily resigns within one (1) year of the beginning date of employment, he or she will be required to repay to UI 100% of the moving expense reimbursement received. Individuals who received moving expense reimbursement exceeding \$5,000 and who voluntarily resign more than one year and less than two years from the beginning date of employment will be required to repay the amount of reimbursement exceeding \$5,000. Individuals who received moving expense reimbursement exceeding \$10,000 and who voluntarily resign more than two years and less than three years from the beginning date of employment will be required to repay the amount of reimbursement exceeding \$10,000. The amount is due in full at termination, and may be withheld from the employee's final paycheck.
2. Reimbursements for qualified moving expenses are fully taxable to the employee. As such, all related withholdings shall be applied to the total reimbursable amount pursuant to federal and state laws, such as income tax, social security tax, and retirement contributions.
3. Idaho State Board of Examiners policy limits the reimbursement of household moving expense to one employee per household.
4. Submit this completed form along with required receipts to your department finance personnel for processing. Once your claim is reviewed and accepted by Accounts Payable, your reimbursement will be added to your paycheck.

Signature

I have read and understand the information above and in the Moving Reimbursement Policy provided separately. I am providing an accurate accounting of my expenses and understand the tax consequences of this reimbursement. I also authorize withholding from pay in the future for any amounts due to the University upon my voluntary resignation as outlined in paragraph 1 above.

Signature

Date

DRAFT