

**COLORADO STATE UNIVERSITY**  
**Financial Procedure Instructions**  
**FPI 2-6**

1. **Procedure Title:** Moving Expenses
2. **Procedure Purpose and Effect:** The purpose of this procedure is to clearly define the purpose and procedures of moving expenses.
3. **Application of Procedure:** This procedure applies to all offers made to prospective College Deans, Vice Presidents, other positions that report directly to the President and new faculty hires when the offer letter includes a provision for a moving allowance. A moving allowance may not be offered for any other prospective position without an approval from the President.
4. **Exemptions:** None
5. **Definitions:** None.
6. **Procedure Statement:**
  - A. Purpose of moving allowance: The moving allowance provided by Colorado State University-Pueblo 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. Procedure: 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 procedure, and the permitted moving expenses are determined by this procedure. For all moving reimbursements the University will comply with IRS tax reporting requirements. All moving expenses paid to or on behalf of the employees are taxable.
  - C. Approvals:
    1. Up to and including \$7,500 – approved by the Provost for College Deans or the Office Manager on behalf of the President for Vice Presidents and/or other individuals reporting directly to the President and stated in the offer letter.
    2. Up to and including \$3,000 for all other employees - approved by the college Dean or division Vice President.
    3. Any exception to this financial procedure statement must be approved by the President.

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

- a) expenses reimbursed to the employee

- b) expenses paid directly to vendors
- c) 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 the moving company charges \$5,500 to move his household goods. He submits a DV 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.

#### D. Tax Reporting

Reimbursements for moving expenses made to employees or paid directly to third parties after January 1, 2018 are included in wages and subject to federal income tax, federal income tax withholding, state income tax withholding, and FICA. All reimbursements to individuals must be submitted on a Disbursement Voucher (DV) and original receipts must be included. Failure to include an original receipt will result in a delay in processing. This document is reviewed by the travel manager, but is then processed by the payroll department. This allows for accurate reporting and withholding on taxable transactions. DVs received prior to the 15<sup>th</sup> of the month should be reimbursed by the end of that month. Paper work received after the 15<sup>th</sup> will not be paid until the following month. Payments to vendors (for example, commercial van lines) are made directly to the vendor by Travel Manager.

#### E. Contracting for Moving Services

##### 1. Commercial Moves

One binding bid should be obtained prior to selecting a commercial mover. 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/procurement/moving.aspx>

##### 2. 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.

##### 3. 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.

**F. Form and Content**

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

- a) Payments cannot be allowed prior to the official start date in his/her permanent assignment.
- b) 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.

2. **Permitted moving expenses include:**

- a) 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.
- b) House-hunting trips – expenses for two trips may be reimbursed, including transportation, meals, and lodging for the employee and spouse or domestic partner 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.
- c) 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 prepayments are not permitted.

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

- a) First class airfare.
- b) Personal side trips while en route.
- c) Income tax consequences.
- d) Any costs related to buying, selling, or renting a home.

7. **Reference and Cross-References:** None.

8. **Forms and Tools:** None.