



# *Pittsburg State University*

## *Policies and Procedures*

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### **Employee Moving Expense**

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Pittsburg State University will pay moving expenses when it is necessary to attract key unclassified employees to the University. The University policy for moving expense reimbursements is that of the State of Kansas as outlined in [PPM 3,607](#). All reimbursements will be paid through the payroll process and are taxable to the employee.

**Written Agreement** - Moving expenses may only be paid after the employee agrees in writing (Form DA-22) to remain in University service for 12 months from the date of appointment, unless separated for reasons beyond the employee's control that are acceptable to the University. If the employee leaves before the 12-month period, the employee must reimburse the University the full amount received. In the event of an employee's termination, the department is responsible for collecting the full amount paid to the employee. The President, Provost, or appropriate Vice President is required to sign as the designated official on the Form DA-22, "Agreement for Reimbursement of Moving Expenses". The original signed Form DA-22 will be maintained in the President's Office with the employment contract.

**Determining Reimbursement Amount** – The value of moving expenses reimbursed to an employee is taxable to the employee and will appear on the employee's W-2 form. The amount to be paid for moving expenses shall not exceed the amount of the actual moving expenses verified by receipts. Proof of payment is required on all receipts.

- **Moving Company** - If a moving company is used to transport an employee's effects, three firm bids must be obtained by the employee, with the employee utilizing the lowest bid. The employee can only be reimbursed for moving up to 12,000 pounds. If the carrier normally charges by cartons or cubic feet, the actual weight must still be obtained.
- **Self-Move** – Self-moves are allowed when deemed desirable by both the employee and the department, provided the costs appear reasonable. Reimbursable expenses include the rental costs plus insurance of a moving van or trailer, or private car mileage (one-way) at the current mileage rate. Fuel for the moving van is reimbursed at the actual amount with receipts or the standard mileage rate. Automobiles and animals are not considered household or personal effects and expenses incurred for relocating them will not be reimbursed. The cost for a moving company to haul or tow a vehicle is not allowed. Repairs for the moving van are not allowed. Packing materials (boxes, tape, etc.) is reimbursable.
- **Storage** – Employees may be reimbursed for storage of household goods before being delivered to the new residence.

- **Airfare** – Airfare for moving purposes may be reimbursed when purchased in accordance with State procurement policy and will be taxable as a moving expense.
- **Lodging** – Up to 30 days of lodging can be reimbursed while the employee is occupying temporary lodging and waiting to occupy a new residence. Lodging is reimbursed at the State travel rates for employees and is reimbursed for single occupancy only, even though the employee may be accompanied by employee’s family.
- **Meals** – Meals while en route to the new residence can be reimbursed per the State Policy using M&IE rates. Alcoholic beverages are not reimbursed. The day and time the employee leaves the old residence and arrives at the new resident is required. PSU will utilize the [M&IE](#) Worksheet to calculate reimbursement for meals.
- **Mileage** – Mileage for the employee and family members between the old and new residence is reimbursable at the State standard mileage rate. [MapQuest](#) showing the miles is required.

**Funding** – All expenses must be paid or reimbursed from PSU Foundation funds. Because payroll cannot be processed directly from a Foundation fund, all moving expense reimbursements will be processed with a state clearing fund and reimbursed by PSU Foundation funds in the same accounting period. The Employee Moving Expense Reimbursement Form will serve as the official request to process the transfer of funds.

**Audit and Payment** – Requests for reimbursement of employee moving expenses will be submitted using the ‘PSU Employee Moving Expense Reimbursement Form’ with the required documentation attached. The Business Office will audit the reimbursement request to ensure compliance with State of Kansas policy. Upon completion of the audit, the reimbursement request will be forwarded in the following manner:

- An electronic copy of the reimbursement request and documentation will be forwarded to Payroll ([payroll@pittstate.edu](mailto:payroll@pittstate.edu)) for payment processing. The payment to the employee will be included in the next available payroll cycle.
- The original DA-22 will be forwarded to the President’s Office to file with the employment contract.
- The transfer of PSU Foundation funding to the state clearing fund will be initiated by the Business Office based on the ‘PSU Employee Moving Expense Reimbursement Form’. An Invoice will be created with the employee to be reimbursed as the invoice requester, and initiated in to GUS Cloud invoice workflow requiring the employee supervisor and PSU Foundation approval.
- The original audited PSU Employee Moving Expense Reimbursement Form and attachments will be filed in the Business Office.