

MOVING EXPENSE FORM

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Employee Name _____ AIS Employee # _____ Payroll Type _____

Unit Name _____ Contact Name _____ Phone Number _____ Mail Code _____

The department is requesting to pay the moving expenses of ordinary household goods, up to a total cost of \$ _____

Moving From: _____
Street Address _____ City _____ State _____ Zip Code _____

Moving To: _____
Street Address _____ City _____ State _____ Zip Code _____

Recomended by: _____
Dean or Director _____ Date: _____

Moving expense reimbursement is to be paid from account:

Budget Purpose	Dept Activity 1	Dept Activity 2	FY	Dollar Amount

Approved by: _____
Fiscal Officer _____ Date: _____

Approved by: _____
Chancellor or Vice Chancellor _____ Date: _____

The department is approved to pay the moving expenses of ordinary household goods, up to a total cost of \$ _____

Approved by: _____
Vice Chancellor for Administration and Finance _____ Date: _____

Note: All moving expense reimbursements are taxable as wages, subject to employment tax withholding and reported as taxable wages on W-2 form. SIUC must withhold federal and state income taxes according to the supplemental tax laws, Medicare and social security taxes if applicable, on all moving expense reimbursements. Moving expense reimbursements will be include and paid on the next applicable payroll that pays after the Moving Expense Form is received by HR - Payroll.

MOVING EXPENSE FORM

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MOVING EXPENSE PAYMENT GUIDELINES

The University may agree to pay for all or a portion of moving expenses for new faculty or staff members when such action may be the determining factor in securing the services of highly qualified individuals. Approval of the chancellor or appropriate vice chancellor is required prior to making any commitment for such expenditure. A maximum amount shall be established for such expenditure by the chancellor or vice chancellor at the time of approval.

The individual faculty or staff member is responsible for contracting for the move and paying all the moving expenses. The prospective employee will provide a copy of estimated moving expenses to the vice chancellor for administration and finance prior to a moving expense payment being made to the individual.

PROCEDURES

Whenever a department deems it appropriate to reimburse for moving expenses, the top portion of the Moving Expense Form shall be completed and signed by the dean or director of the department, then submitted to the fiscal officer. The fiscal officer shall then complete the amount to be paid and the budget purpose information then sign the form and submit it to the chancellor or vice chancellor as applicable.

The vice chancellor for administration and finance shall complete the amount approved along with their signature. The original completed Moving Expense Form shall be sent to HR - Payroll to process the payment. Payroll will make all appropriate withholdings, including but not limited to any applicable federal and state income taxes according to the supplemental tax laws, and Medicare and social security taxes if applicable. The moving expense payment will be paid by direct deposit either during the next regular payroll run or as a separate payment if the individual requests it prior to that date, if able to be accommodated by HR.