

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: _____

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

Approved by: _____
Chancellor or Vice Chancellor _____ 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: _____

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.

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POLICY

The University may agree to reimburse all or a portion of reasonable moving expenses for ordinary household goods of 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.

Reimbursements will be for moving ordinary household goods. Items such as boats, trailers, airplanes, and other items not classified as household goods, must not be included in the calculation of moving expense reimbursements. The University does not pay costs of transportation for new faculty members or their families as "moving expenses." The individual faculty or staff member is responsible for contracting for the move and paying all the moving expenses.

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 along with the budget purpose information and sign, then submit to the Chancellor or Vice Chancellor as applicable. The Chancellor or Vice Chancellor shall complete the amount approved along with their signature.

The Chancellor or Vice Chancellor shall send the original completed Moving Expense Form to HR - Payroll to process for payment. Payroll will withhold federal and state income taxes according to the supplemental tax laws, and Medicare and social security taxes if applicable. The net moving expense reimbursement will be included on the next applicable payroll that pays after the form is received. The moving expense reimbursement will be paid by direct deposit along with the regular payroll payment.