



IDAHO STATE UNIVERSITY MOVING REIMBURSEMENT POLICY SUMMARY

The ISU Moving Reimbursement Policy summarized herein is the basis for reimbursing eligible moving expenses. You may review the policy in its entirety at www.isu.edu/fs-handbook/part5/5.3/5.3a.html.

An Employee Moving Service Agreement must be on file in the Office of Financial Services prior to the processing of payments/reimbursements. See Item 3. of the Employee Moving Service Agreement, for payback conditions related to moving expense reimbursements.

1. Moving expenses may be paid to full-time, permanent faculty and non-classified staff when included in the initial employment or transfer offer and approved by the appropriate University official. Eligible expenses will be reimbursed up to the limit set by the appropriate administrator.
2. Eligible Expenses (**original receipts required**):
 - Moving of personal household goods
 - Personal property insurance, not to exceed \$100 in addition to that provided by the mover
 - Storage after moving out of old residence and before moving into the new residence (30-day limit)
 - Cost of lodging en route (including a maximum of 1 night at departure location and 1 night at destination)
 - Transportation by auto limited to current IRS maximum (currently 18 cents per mile) for two personal vehicles actually driven (no receipts required)
 - Fuel for rental truck or other rental conveyance
 - Towing device for rental truck to tow personal vehicle (cost in lieu of mileage)

The following expenses are reimbursable, however, per IRS guidelines, such reimbursement is subject to federal/state income tax.

- Meals (employee plus a maximum of three dependents) reimbursed at the State per diem rate
 - House hunting expenses (one round-trip house hunting trip for up to two people at current state rates)
3. Ineligible Expenses (ISU does not reimburse or pay these expenses):
 - Temporary living expenses
 - Extra labor
 - Storage charges other than those incurred in transit

Unique circumstances that may require an exception to this policy must have prior approval. Please contact the Office of Financial Services (See No. 5 below).

4. Selecting a Moving Company - The method of the move and the selection of the moving company are the responsibility of the employee. To obtain the names and phone numbers of national moving companies with an affiliate in Pocatello, contact the Office of Financial Services (See No. 5).
5. Dorothy Ruth, Management Assistant, Office of Financial Services, is available to provide assistance and/or answer questions concerning the ISU Moving Expense Reimbursement Policy. You may contact her by phone at 208-282-3540, or by e-mail at ruthdoro@isu.edu.
6. Once your move is complete, submit the *Moving Expense Reimbursement* form with original receipts attached, to Dorothy Ruth, Box 8219, for processing. This form requires your signature, as well as the signatures of your department chair and dean, president, or vice president.