

## Moving Expense Reimbursement Guide

Responsibility	Action Step
Department	<p><b>Verify Foundation funds are available for moving expense reimbursement</b> Email Foundation Controller, Foundation will respond by email verifying/denying availability of funds</p>
Department	<p>Make offer to employee and include reimbursement of moving expenses if Foundation verifies funds are available.</p>
Department	<p>Enter into agreement for reimbursement of moving expenses with employee. By using form DA-22 found on page 2. On the form:</p> <ul style="list-style-type: none"> <li>• Name of Agency is “Wichita State University”</li> <li>• “Location of Position” (1) should be the City and State of employee’s position.</li> <li>• The “City, State” (2) is the location the employee is moving from.</li> </ul>
Employee	<p>Keep all receipts and maintain accurate records</p>
Department	<p>Determine that the expenditures are legal, proper and comply with WSU policy. Use <b>Worksheet for Common Moving or House Hunting Expenses</b> to determine expenses that may be reimbursed.</p>
Department	<p>Prepare <b>Moving Expense Reimbursement form</b> for Payroll Office.</p>
Department	<p>Prepare <b>Foundation Requisition for Expenditure form</b> Employer payroll taxes will be added to the Foundation requisition</p>
Department	<p>Submit all documentation to The Payroll Department. Documentation includes:</p> <ul style="list-style-type: none"> <li>• Three bids obtained from commercial carriers if a moving company is used.</li> <li>• Bill of lading and receipts if a moving company is used. (Detailed list of a shipment of goods in the form of a receipt given by the carrier to the person consigning the goods.)</li> <li>• All other moving expense receipts.</li> <li>• Moving Expense Agreement (Form DA-22)</li> <li>• <b>Worksheet for Common Moving or House Hunting Expenses.</b></li> <li>• <b>Moving Expense Reimbursement form for Payroll Office.</b></li> <li>• <b>Foundation Requisition for Expenditure form.</b></li> </ul>
Payroll	<p>Ensure documentation is complete and accurate Process payment Send Requisition for Expenditure form to Foundation, copy department</p>
Foundation	<p>Send reimbursement to Payroll</p>

### AGREEMENT FOR REIMBURSEMENT OF MOVING EXPENSES

THIS AGREEMENT is made and entered into by and between Wichita State University  
(Name of Agency)

at \_\_\_\_\_, an agency of the State of Kansas, Party of the First Part, hereinafter called  
(Location of Position) (1)

Agency, and \_\_\_\_\_, of \_\_\_\_\_,  
(Name of Employee) (WSU ID) (Last 4 # of SSN) (City and State) (2)

Party of the Second Part, hereinafter called

Employee. WITNESSETH: That

WHEREAS, the Agency has engaged/transferred employee as \_\_\_\_\_ and employee has  
(Position)

accepted such employment/transfer which became effective ; \_\_\_\_\_ and  
(Effective Date)

WHEREAS, The Agency tendered this offer of reimbursement of moving and relocation expenses to employee as an inducement to accept employment/transfer, to the extent authorized by the Agency head, not to exceed maximum amounts provided by law, and employee desires such reimbursement.

As a condition of this Agreement, employee agrees that if such employee leaves employment within one year from the beginning date of employment/transfer, such employee will reimburse to the Agency the full amount paid to him/her for moving and relocation expenses and such obligation to so repay shall constitute and be considered a lien and setoff by the state against such employee's unpaid wages or salary, all as provided by K.S.A., 75-3225 and K.S.A. 75-3207.

WITNESS our hands this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Agency

By: \_\_\_\_\_

\_\_\_\_\_  
Designated Official  
(Party of the First Part)

\_\_\_\_\_  
Employee  
(Party of the Second Part)

## Worksheet for Common Moving or House Hunting Expenses

Include this worksheet along with required receipts and Moving Expense Agreement (DA-22)

Employee Name: \_\_\_\_\_

Expense Description	Amount
Airfare	
Car Mileage                      Miles:                      \$0.575 per mile (**)	
Car Rental	
Car Rental Fuel	
Meals	
Moving Company	
Moving Truck Rental	
Moving Truck Fuel	
Packing Material	
Parking	
Self-Move Container	
Storage	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Total Amount to be Paid to Employee via Payroll	\$        -

\*\*[Click here for current Standard Mileage Rates](#)



## FOUNDATION REQUISITION FOR EXPENDITURE

Requesting Department:

\_\_\_\_\_

Date:

\_\_\_\_\_

Payee & Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payee Status

↓

Description				
Invoice #	Invoice Date	Amount	Acct Use	Fund #
TOTAL		0.00		

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail Check to: Attention Payroll Box 38**

Prepared By:

Box:

Phone:


Mail to Payee

Return to Preparer

Call for Pickup

\_\_\_\_\_  
name & number

*Other notes from you:*

Wichita State University

**Moving Expense Reimbursement Form**

Payroll Office, 201 Jardine Hall

EMPLOYEE INFORMATION

Name: \_\_\_\_\_

WSU ID \_\_\_\_\_ Last 4 digits of Employee SSN: \_\_\_\_\_

TAXABLE INCOME TO BE ISSUED ON PAY CHECK: \$ \_\_\_\_\_

*Payroll Use Only*

Add: Employer payroll taxes \$ \_\_\_\_\_

Total Foundation request \$ \_\_\_\_\_

*Payment will be issued from the Payroll system and taxed at the employee's current W-4 tax rate and reported on the current calendar W-2 as taxable earnings.*