# Moving Expense Reimbursement Guide

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action Step</th>
</tr>
</thead>
</table>
| Department     | **Verify Foundation funds are available for moving expense reimbursement**  
Email Foundation Controller, Foundation will respond by email verifying/denying availability of funds |
| Department     | Make offer to employee and include reimbursement of moving expenses if Foundation verifies funds are available. |
| Department     | Enter into agreement for reimbursement of moving expenses with employee.  
By using form DA-22 found on page 2. On the form:  
- Name of Agency is “Wichita State University”  
- “Location of Position” (#1) should be the City and State of employee’s position.  
- The “City, State” (#2) is the location the employee is moving from. |
| Employee       | Keep all receipts and maintain accurate records |
| Department     | Determine that the expenditures are legal, proper and comply with WSU policy. Use **Worksheet for Common Moving or House Hunting Expenses** to determine expenses that may be reimbursed. |
| Department     | Prepare **Moving Expense Reimbursement form** for Payroll Office. |
| Department     | Prepare **Foundation Requisition for Expenditure form** Employer payroll taxes will be added to the Foundation requisition |
| Department     | Submit all documentation to The Payroll Department.  
Documentation includes:  
- Three bids obtained from commercial carriers if a moving company is used.  
- 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.)  
- All other moving expense receipts.  
- Moving Expense Agreement (Form DA-22)  
- **Worksheet for Common Moving or House Hunting Expenses.**  
- **Moving Expense Reimbursement form for Payroll Office.**  
- **Foundation Requisition for Expenditure form.** |
| Payroll        | Ensure documentation is complete and accurate  
Process payment  
Send Requisition for Expenditure form to Foundation, copy department |
| Foundation     | Send reimbursement to Payroll |

August 2020
AGREEMENT FOR REIMBURSEMENT OF MOVING EXPENSES

THIS AGREEMENT is made and entered into by and between Wichita State University, Party of the First Part, hereinafter called Agency, and , of , Party of the Second Part, hereinafter called Employee. WITNESSETH: That

WHEREAS, the Agency has engaged/transferred employee as and employee has accepted such employment/transfer which became effective ; and

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)

<table>
<thead>
<tr>
<th>Employee Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Car Mileage</td>
<td>Miles: $0.575 per mile (**)</td>
</tr>
<tr>
<td>Car Rental</td>
<td></td>
</tr>
<tr>
<td>Car Rental Fuel</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Moving Company</td>
<td></td>
</tr>
<tr>
<td>Moving Truck Rental</td>
<td></td>
</tr>
<tr>
<td>Moving Truck Fuel</td>
<td></td>
</tr>
<tr>
<td>Packing Material</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
</tr>
<tr>
<td>Self-Move Container</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
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<td>Other</td>
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<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total Amount to be Paid to Employee via Payroll</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**Click here for current Standard Mileage Rates**
# FOUNDATION REQUISITION FOR EXPENDITURE

**Requesting Department:**

**Date:**

---

**Payee Status**

---

**Payee & Address:**

---

**Description**

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**Invoice #** | **Invoice Date** | **Amount** | **Acct Use** | **Fund #**
---|---|---|---|---

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**TOTAL** | 0.00

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**Authorized By:**

**Date:**

---

**Authorized By:**

**Date:**

---

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

---

**Prepared By:**

**Box:**

**Phone:**

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**Mail to Payee**

**Return to Preparer**

**Call for Pickup**

---

**name & number**

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**Other notes from you:**

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**Questions to:** Foundation Controller
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.