## LEWIS-CLARK STATE

EMPLOYEE RELOCATION EXPENSE REPORT

Name (print or type)

Warrior ID#

Department

Mailing Address

I. Lewis-Clark State College has adopted the moving policy of the State of Idaho. Please note that allowable reimbursements may have tax consequences for the employee. The State of Idaho Moving Policies and Procedures can be viewed at the following website: <a href="http://www.sco.idaho.gov/LivePages/state-moving-policy-and-procedures.aspx">http://www.sco.idaho.gov/LivePages/state-moving-policy-and-procedures.aspx</a>.

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A. Nonqualified		B. Nonqualified		
(Taxable) - TMP	Amount To Be Reimbursed	(Taxable) - TMV	Amount To Be Reimbursed	
Househunting gas expenses		Househunting mileage (Only		
(Only if NOT using mileage)		if NOT using gas expenses)	<i>Milesx.700</i> =	
Actual Move – gas expenses		Actual moving mileage (Only		
(Only if NOT using mileage)		if NOT using gas expenses)	<i>Milesx.700</i> =	
		Lodging-during any trips		
Household goods		other than the actual move		
Packing charges		Lodging-during actual move		
Storage plus warehouse		Per diem (meals and		
handling & delivery		incidental expenses)		
Personal property insurance				
Appliance services				
Extra labor				
Truck rental or other rental				
conveyance				
Mobile home moves				
Total TMP Moving Expenses	\$	Total TMV Moving Expenses	\$	
I. <u>TOTAL MOVING EXPENSES</u> (Add Column A and B) \$				
II. <u>EMPLOYMENT CONTRACT AMOUNT</u> (To be filled in by supervisor) \$				
III. <u>TOTAL AMOUNT TO BE REIMBURSED</u> (The lesser of line I or line II) \$				
ALLOCATION: Taxable (Column A) \$ Taxable (Column B) \$				
TOTAL ALLOCATION: \$				
IV. <u>AGREEMENT</u> As a new State of Idaho employee, I have been advised of the Board of Examiners Policy II. C. contained in				
the State of Idaho Moving Policy. I further understand that should I voluntarily resign my position in this agency within one				

IV. <u>AGREEMENT</u> As a new State of Idaho employee, I have been advised of the Board of Examiners Policy II. C. contained in the State of Idaho Moving Policy. I further understand that should I voluntarily resign my position in this agency within one year from the official beginning date of employment, I shall be required to pay back 100% of any moving cost expense reimbursement(s) received subject to the limits and conditions of this policy. I declare that the information I have furnished above is true, correct and complete.

Employee Signature_	Employee	Signature
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For reimbursement of Nonqualified (Taxable) moving expenses, please complete a <u>Personnel Action Form</u>.

Immediate Supervisor \_\_\_\_

Date \_\_\_\_

Date

Return completed form and original receipts to the Budget Office. Electronically route Personnel Action.