

Prior approval is required before an agreement to reimburse moving expenses is created as part of the employment contract/offer letter. Moving expenses of a benefitted employee (as defined in SBHE Policy 703.2) may be paid by either a lump sum payment paid to the employee through payroll OR a reimbursement to the employee and/or direct payment to a vendor, paid via Accounts Payable. Please review the NDCC Chapter 44-08-04.3, SBHE Policy 806.3 and NDSU Policy 171, along with the Accounting Office guidelines for further information.

Tax treatment of an employee's moving expenses is governed by the Internal Revenue Service. An employee should review the policies noted above, as well as the IRS tax treatment of moving expenses when determining which payment method would be most appropriate for them.

Lump Sum Payment paid via Payroll

Lump Sum Payment paid via Payroll (Attach this completed form, and a copy of the employment contract/offer letter to the Additional Pay form for payment.)

Reimbursement of actual moving expenses and/or direct payment to vendor(s) (Example: moving company)

Employee Name: _____ Employee ID#: (if known) _____

Position Title: _____ Department: _____

Is the employee a new hire or an existing employee transferring from within the institution?

Please check the appropriate employee status: New Hire
 Existing Employee

Amount Authorized: _____

Funding Source:

Fund #: _____ Dept #: _____ Project #: _____ Program #: _____

I certify selection of the payment method above and will not seek additional payment of moving expenses using a different payment method other than the one selected.

Employee Signature Date

Department Head Signature Date

Dean/Director Signature Date

President's Signature, if required Date