

# Authorization for Moving Expense Reimbursement

Questions about this form? Please call 701-231-7432

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.

**Please attach the completed form, and a copy of the employment contract/offer letter (for faculty hires), to either the Change Form 101 or an Accounts Payable Voucher, depending upon the method the employee has chosen for payment of moving expenses.**

**Only one payment method is allowable.**

- Lump Sum Payment paid via Payroll
- 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

**If choosing LUMP SUM option:**  
 Attache to a Change Form 101 and route forms to:  
 Human Resources & Payroll  
 SGC  
 Phone (701) 231-8961  
 Fax (701) 231-9686

**If choosing DIRECT REIMBURSEMENT to Vendor:**  
 Route form to:  
 Accounting Office  
 Old Main 11  
 Phone (701) 231-7432  
 Fax (701) 231-6194