

- Form must be completed and attached to an Accounts Payable Voucher, along with the original Authorization for Moving Expense Reimbursement Form.
- Forward all documentation and original receipts which show method of payment (hotel/motel receipts MUST show -\$0- balance) to the Accounting office.
- Please refer to the Accounting office web site www.ndsu.edu/accounting for Moving Expense Policies and Procedures.

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

Visa Type: (required for Non-Resident Aliens) _____

Temporary Living Street Address: _____

City: _____ State: _____ Zip: _____

Temporary Living Quarter Dates/Times: _____

Expenses to be Reimbursed: All expenses are taxable ³ - Account Code 521055

Meals: (per diem based on current employee in-state and out-of-state rate listings); Receipts are NOT required for meals.

	Rate		Number of Meals	=	Total
Breakfast:	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
Lunch:	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
Dinner:	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
Meal Total:					<input type="text"/>

Lodging: Receipts ARE required for lodging.

Lodging Total:

Miscellaneous: Itemize each expense and applicable amount.

Please use another sheet if needed. Original receipts required.

Miscellaneous Total:

TOTAL EXPENSES:

TOTAL AMOUNT AUTHORIZED:

"I hereby certify this itemized statement representing a reimbursement claim for moving expenses is truthful and accurate. All expenses claimed comply with my institution's moving expense policy, as well as State Board of Higher Education Policy and the North Dakota Century Code." Expenses claimed have not been paid by the state through direct payments or a state credit card, and have not been reimbursed or directly paid by an affiliated foundation or an outside entity.

Employee Traveler's Signature (in ink) _____ Date _____

Route form to:
Accounting Office
Old Main 11
Phone (701) 231-7432
Fax (701) 231-6194

³ Maximum number of days for both travel time and temporary living quarters is 10 days.