

Moving Expense Reimbursement Guide

Responsibility	Action Step
Department	<p>Verify Foundation funds are available for moving expense reimbursement Email Foundation Controller, Foundation will respond by email verifying/denying availability of funds</p>
Department	<p>Make offer to employee and include reimbursement of moving expenses if Foundation verifies funds are available.</p>
Department	<p>Enter into agreement for reimbursement of moving expenses with employee. By using form DA-22 found on page 2. On the form:</p> <ul style="list-style-type: none"> • 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	<p>Keep all receipts and maintain accurate records</p>
Department	<p>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.</p>
Department	<p>Prepare Moving Expense Reimbursement form for Payroll Office.</p>
Department	<p>Prepare Foundation Requisition for Expenditure form Employer payroll taxes will be added to the Foundation requisition</p>
Department	<p>Submit all documentation to The Payroll Department. Documentation includes:</p> <ul style="list-style-type: none"> • 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	<p>Ensure documentation is complete and accurate Process payment Send Requisition for Expenditure form to Foundation, copy department</p>
Foundation	<p>Send reimbursement to Payroll</p>

AGREEMENT FOR REIMBURSEMENT OF MOVING EXPENSES

THIS AGREEMENT is made and entered into by and between Wichita State University
(Name of Agency)

at _____, an agency of the State of Kansas, Party of the First Part, hereinafter called
(Location of Position) (1)

Agency, and _____, of _____,
(Name of Employee) (WSU ID) (Last 4 # of SSN) (City and State) (2)

Party of the Second Part, hereinafter called

Employee. WITNESSETH: That

WHEREAS, the Agency has engaged/transferred employee as _____ and employee has
(Position)

accepted such employment/transfer which became effective ; _____ and
(Effective Date)

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)

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.