

Illinois State University Moving Expense Reimbursement

Forward completed form to Destini Martinez, Office of the Provost, Campus Box 4000 for processing.
For questions contact Destini at 438-2158 or damart2@ilstu.edu

Name _____

Department _____ Date of Move: _____

Local Address _____

Moved From _____

Itemization of actual expenses: (See page 2 of this form for breakdown of eligible expenses.)

_____	_____
_____	_____
_____	_____
_____	_____

Total _____

I certify that the above statements are accurate.

_____ Date _____
(Person Requesting Reimbursement)

Department Contact Person/Secretary

Name _____ Phone _____

_____ is the position number of the employee seeking moving reimbursement.
(five-digit number)

Signatures

Approval of Department Chairperson:

_____ Date _____
(Department Chairperson)

For Provost Office use only:

Approved Amount _____ Date _____

(Signature of the Fiscal Agent, Recruitment Account)

Moving Expense Reimbursement

The Recruitment Fund will pay one-half of eligible moving expenses, up to a maximum reimbursement of \$2,000. Funds are only allocated for new tenure track faculty and some full time A/P's.

Guidelines for moving expenses are:

1. If the new employee drives a truck (such as U-Haul), reimbursement will be for truck rental and fuel purchased. Therefore, it is necessary to keep all fuel receipts. It is difficult to determine the actual amount charged for the rental vehicle on the invoices from some companies. Please check any reimbursement request and associated receipts carefully. Attach a canceled check, receipt, and copy of the charged amount or copy of a cashier check as proof of amount paid.
2. If a trailer is pulled, reimbursement will be for the trailer rental and mileage at the State of Illinois rate.
3. Reimbursement is allowed for boxes and packing materials, including packing tape. (Save Receipts) Purchasing luggage for use in moving is not a reimbursable expense.
4. Reimbursement is allowed for the cost of help loading and unloading belongings. Proof of payment is required. This does not include hiring a personal driver or personal expenses of the driver (i.e., return ticket to city of origin).
5. Reimbursement is allowed for toll road charges - be sure to ask for and submit receipts.
6. If a receipt for each itemized expense is not available, attach a copy of a canceled check or a notarized affidavit to ensure reimbursement.
7. If more than one member of the same household is hired at Illinois State within the same fiscal year, reimbursement will be limited to the amount allowed for one person's relocation.
8. The following items are NOT reimbursable:
 - a. Personal and family travel expenses connected with the move (examples: airfare, meals, hotel or motel costs, mileage for personal vehicle, etc.)
 - b. Furniture storage fees;
 - c. Charges to cover cost of transporting animals;
 - d. Cost of relocating of mobile homes;
 - e. Cost of transporting an automobile to the employee's new place of residence.
 - f. Mileage to drive a personal vehicle if a moving company or rental truck is used.