



Processing Procedure: Submit completed form and supporting itemized receipts to the office above. Payments will be processed once review is complete and the payee has been recorded as an active employee in the campus payroll system. Payroll will notify the employee once payment has been issued.

**PAYEE INFORMATION**

Employee Name: \_\_\_\_\_ Chico State ID: \_\_\_\_\_  
Department Contact/Preparer: \_\_\_\_\_ Date of Move: \_\_\_\_\_

**MOVING & RELOCATION EXPENSES**

Pre-move house hunting

- |  |       |  |       |
|--|-------|--|-------|
| • Private Car (# of miles _____)<br><small>(Please refer to IRS for current moving mileage rate)</small> | _____ | • Lodging<br><small>(Hotel costs in transit)</small> | _____ |
| • Rental Car/Truck   | _____ | • Meals  | _____ |
| • Air  | _____ | • Other ( _____ )                                    | _____ |
| • Bus/Rail/Shuttle/Taxi  | _____ |  |       |
|  |       | Subtotal   | _____ |

Actual move from former residence to Chico area

- |  |       |  |       |
|--|-------|--|-------|
| • Private Car (# of miles _____)<br><small>(Please refer to IRS for current moving mileage rate)</small> | _____ | • Lodging<br><small>(Hotel costs in transit)</small>               | _____ |
| • Rental Car/Truck   | _____ | • Meals  | _____ |
| • Air  | _____ | • Packing supplies/Shipping  | _____ |
| • Bus/Rail/Shuttle/Taxi  | _____ | • Other ( _____ )<br><small>(i.e. moving company/services)</small> | _____ |
| • Storage<br><small>(Not to exceed 60 days)</small>  | _____ |  |       |
|  |       | Subtotal   | _____ |
|  |       | <b>Totals</b>  | _____ |

Remarks/Comments: \_\_\_\_\_

**AUTHORIZATION**

I HEREBY CERTIFY that the above is a true statement of the actual travel expenses incurred by me in accordance with the CSU, Chico Travel Procedures, do not include alcohol, and that all items shown were for official University business purposes, and that I will not seek reimbursement for (1) a duplicate claim or (2) from any other source.

Employee: \_\_\_\_\_ SIGNATURE PRINT NAME DATE