
BOISE STATE UNIVERSITY BASIC MOVING GUIDELINES

- All moving expense reimbursements or payments are TAXABLE to the employee.
- MAXIMUM allowable moving cost shall not exceed 10% of the employee's base salary. Your department should provide you with an exact figure, which may be less than the 10% allowable.
- No reimbursement or payment will be made until the [Moving Expense Agreement](#) is signed and returned to the RELOCATION@BOISESTATE.EDU.

ALLOWABLE MOVING EXPENSES:

- HOUSE HUNTING –
 - Round trip is allowable for up to two (2) people.
 - Meals and incidentals @ \$45.00 per day for up to 2 people
 - Lodging
 - Rental Car
 - House-hunting trip shall not exceed five (5) calendar days.
 - Reimbursement will be made after move is complete
- ACTUAL MOVE -
 - One way transportation
 - Meals and incidentals @ \$45.00 per day for up to 4 actual household members
 - Lodging while in transit for reasonable transit time
 - Transport of two (2) privately owned vehicles (either mileage or commercial transport)
 - Reimbursement will be made after move is complete
 - Mileage will be determined by an Internet source, driving route instructions. Reimbursement will be made for the most direct route.
 - Moving company or self-move of household goods

Reimbursement-

- Submit original receipts, invoices or similar record to Relocation@boisestate.edu
- Because all reimbursements are taxable, state agencies cannot pay directly, be invoiced, or contract directly with a commercial mover or third party providing moving services.
- Employee must pay all expenses and request reimbursement.