BASIC MOVING GUIDELINES (for new hires)

MAXIMUM allowable moving cost shall not exceed 10% of the employee’s base salary. No reimbursement or payment will be made until the Moving Expense Agreement is signed and returned to our Relocation Specialist.

HOUSE HUNTING - One round trip (for house hunting) is allowable for up to two (2) people. We can reimburse per diem @ $45.00 per day per person. Travel and lodging can also be reimbursed; paid receipts must be submitted to Relocation@boisestate.edu. The house-hunting trip shall not exceed five (5) calendar days.

ACTUAL MOVE - Per Diem and Lodging - per diem for a maximum of 4 people @ $45.00 per day per person is allowed. Lodging must be paid by the new hire and original, itemized receipts submitted for reimbursement. Receipts should be emailed to Relocation@boisestate.edu. Employees are allowed a reasonable transit period plus five (5) days for moving. Receipts must be submitted for all expenses except meals and fuel in a personal vehicle.

TRAVEL - One-way trip from the old location to the new location can be reimbursed. This one-way travel can be by airline or travel in a personal vehicle. If the trip is made by airline, an original paid receipt of the airfare must be submitted. Up to two (2) personal vehicles may be driven @ $0.455 per mile. Mileage will be determined by an Internet source, driving route instructions. We cannot reimburse for gas or vehicle repair.

PREFERRED MOVING COMPANIES - Our vendors are aware of our policies and guidelines and will help guide the moving party. No arrangement should be made with our preferred movers until the signed Moving Expense Agreement has been received by the Relocation Specialist. Preferred moving companies can be paid directly by the university. These will be paid before any reimbursement is made to the employee.
NON-PREFERRED MOVING COMPANIES AND SELF-MOVES - If the new hire prefers to make other arrangements, the Relocation Specialist must approve them prior to the move. A U-Haul-type of move is allowable. The new hire would need to pay in full and submit original paid receipts for us to reimburse them.

Contact Relocation@boisestate.edu with additional questions.