• 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 –
  o Round trip is allowable for up to two (2) people.
  o Meals and incidentals @ $45.00 per day for up to 2 people
  o Lodging
  o Rental Car
  o House-hunting trip shall not exceed five (5) calendar days.
  o Reimbursement will be made after move is complete

• ACTUAL MOVE -
  o One way transportation
  o Meals and incidentals @ $45.00 per day for up to 4 actual household members
  o Lodging while in transit for reasonable transit time
  o Transport of two (2) privately owned vehicles (either mileage or commercial transport)
  o Reimbursement will be made after move is complete
  o Mileage will be determined by an Internet source, driving route instructions. Reimbursement will be made for the most direct route.
  o Moving company or self-move of household goods

Reimbursement-
  o Submit original receipts, invoices or similar record to Relocation@boisestate.edu
  o 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.
  o Employee must pay all expenses and request reimbursement.

See the Boise State University Relocation Information Page for more information or call 208-426-2909

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