BASIC MOVING GUIDELINES (for new hires)

This is designed to provide basic guidelines for moving expense reimbursement. Please be sure to consult the Boise State Moving Policy, BSU5130-C and State of Idaho Moving Policies and Procedures: https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/movpolandproc.htm

$\$$  Maximum allowable moving cost shall not exceed 10% of the employee’s base salary. (No reimbursement will be made for expenses until the Moving Expense Allowance Memo 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 will reimburse for per diem @ $45.00 per day per person. Travel and lodging can also be reimbursed, paid receipts must be submitted to Accounts Payable - Relocation Services.

ACTUAL MOVE - Per Diem $ and Lodging - Actual move will allow per diem for a maximum of 4 people @ $45.00 per day per person. Lodging must be paid by the new hire and original, itemized receipts must be submitted for reimbursement.

Travel - One way trip from the old location to the new location can be reimbursed. This one way travel to move to Boise 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, tolls, or vehicle repair.

Employees are allowed a reasonable transit period for a move plus five (5) days. The house-hunting trip shall not exceed five (5) days. Receipts must be submitted for all lodging expense. Before any reimbursement can be made to a moving party, a signed letter must be on file that acknowledges repayment of all moving expenses to the University if the new hire voluntarily resigns prior to one year of the beginning date of employment.

Our vendors are aware of our policies and guidelines and will help guide the moving party. If the new hire prefers to make their own arrangements, the relocation specialist must approve them prior to the move. (Please be sure to give the new hire the contact information of our relocation specialist, see below.) 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.

It should be noted that total house packing and unpacking done by professional movers dramatically increases the costs, thereby reducing the amount of reimbursable funds available to the new hire. Only qualified expenses will be reimbursed.

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