

MINOT STATE UNIVERSITY

Authorization for Moving Expense Reimbursement

University procedure requires prior approval to offer reimbursement of moving expenses as a part of the employment contract. The reimbursement of moving expenses is governed by NDCC Chapter 44-08-04.3 and North Dakota SBHE Policy 806.3. Tax treatment is governed by Internal Revenue Service regulations.

MSU will process a lump-sum payment to the employee through payroll based on the amount approved on this form. Please note that all expenses are taxable.

PeopleSoft Funds to be used:

Requesting Reimbursement for:

Employee

Last 4 Digits of Social Security #

Amount
Authorized*

Requested by:

Department

Department Head Signature

Date

President/VP or Designate
Signature

Date

Please attach this completed form and a copy of the employment contract and forward to the payroll office.