

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.

Please refer to the Moving Expense Policy to determine expenses eligible for reimbursement. 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.