

Moving Expense Reimbursement Guide

Responsibility	Action Step
Department	<p>Confirm fund availability for moving expense reimbursement. Email foundation.acct@wichita.edu with the fund number your department plans to use for moving expenses and associated taxes. <i>Department should estimate 10% of the moving expenses to cover taxes. Final amounts may vary due to changing tax rates and regulations.</i></p>
Department	<p>Make offer to employee – include reimbursement of moving expenses after Foundation confirms fund availability.</p>
Department	<p>Complete DA-22 agreement with employee for moving expense reimbursement (Page 2)</p> <ul style="list-style-type: none"> • Agency Name: Wichita State University • Location of Position (1): City & State of Employee’s New Role • City, State (2): Location employee is relocating from
Employee	<p>Save all receipts and maintain accurate records.</p>
Department	<p>Ensure expenses are legal and compliant with WSU and WSUFAE policy. Use the Worksheet for Common Moving/House Hunting Expenses to identify reimbursable items. (Page 3)</p>
Department	<p>Prepare Moving Expense Reimbursement form (Page 4)</p>
Department	<p>Complete Foundation Requisition for Expenditure Form - unsigned (Page 5) Remember to include fund number(s) to cover employer payroll taxes</p>
Department	<p>Submit all forms and documentations to foundation.ap@wichita.edu.</p> <p>Documentation includes:</p> <ul style="list-style-type: none"> • Three bids obtained from commercial carriers if a moving company is used. • Bill of landing and receipts if a moving company is used. • (Detailed list of a shipment of goods in the form of a receipt given by the carrier to the person consigning the goods.) • All other moving expense receipts. • Unsigned Requisition Form.
Foundation	<p>Review all forms and documentation then send the documents for signature to the authorized fund signer.</p>
Payroll	<p>Review all the signed documentation.</p> <p>Should additional information be needed, Payroll will reach out directly to the Department.</p> <p>Once Payroll process the payment, Payroll will reply to Foundation email with approval of payment.</p>
Foundation	<p>The Foundation will process the payment to reimburse Payroll.</p> <p>Payment is to be applied only to fund and org D11381/101579.</p>

AGREEMENT FOR REIMBURSEMENT OF MOVING EXPENSES

THIS AGREEMENT is made and entered into by and between _____
(Name of Agency)

at _____, an agency of the State of Kansas, Party of the First Part, hereinafter called
(Location of Position)

Agency, and _____, of _____,
(Name of Employee) (Employee ID number) (City and State)

Party of the Second Part, hereinafter called Employee.

WITNESSETH: That

WHEREAS, the Agency has engaged/transferred employee as _____ and employee has
(Position)

accepted such employment/transfer which became effective ; _____ and
(Effective Date)

WHEREAS, The Agency tendered this offer of reimbursement of moving and relocation expenses to employee as an inducement to accept employment/transfer, to the extent authorized by the Agency head, not to exceed maximum amounts provided by law, and employee desires such reimbursement.

As a condition of this Agreement, employee agrees that if such employee leaves employment within one year from the beginning date of employment/transfer, such employee will reimburse to the Agency the full amount paid to him/her for moving and relocation expenses and such obligation to so repay shall constitute and be considered a lien and setoff by the state against such employee's unpaid wages or salary, all as provided by K.S.A., 75-3225 and K.S.A. 75-3207.

WITNESS our hands this _____ day of _____.

Agency

By: _____

Designated Official
(Party of the First Part)

Employee
(Party of the Second Part)

Wichita State University

Moving Expense Reimbursement Form

Payroll Office, 201 Jardine Hall

EMPLOYEE INFORMATION

Name: _____

WSU ID _____ Last 4 digits of Employee SSN: _____

TAXABLE INCOME TO BE ISSUED ON PAY CHECK: \$ _____

Payroll Use Only

Add: Employer payroll taxes \$ _____

Total Foundation request \$ _____

Payment will be issued from the Payroll system and taxed at the employee's current W-4 tax rate and reported on the current calendar W-2 as taxable earnings.

