

# Quick Guide to Moving and House Hunting Procedure

- Always refer to WKU's Moving Policy first
- Procedures are applicable only to regular full-time faculty positions and regular full-time professional/administrative positions
- A **Moving Reimbursement Agreement** form must be included with original signatures from employee, Department Head/Dean and respective Administrative Council Member
- Moving Reimbursements are to be completed on a **Payment Authorization** form
- **Mileage** is calculated using the federal standard mileage rate for moving expenses. Rates can be found here <https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates/>

## House Hunting

If authorized in advance, an employee may be reimbursed for one house hunting visit up to 3 days for *actual* costs of lodging, meals, and transportation for the employee and spouse. Original receipts are required.

- **Lodging** reimbursement is defined as 3 days and 2 nights stay.
- **Meals** are reimbursed for actual cost of the meals. Original receipts are required, as per diem is not allowed.
- **Transportation** requires original gas receipts for personal or rental car and original airfare receipt if applicable.

## Moving

If authorized, an employee will be reimbursed for a move from one location. Original receipts are required.

- Meals are not an allowable expense for the actual move.
- Transportation will be reimbursed for one personal vehicle and/or for a rental moving truck. Requirements are original gas receipts for rental moving truck/personal vehicle or by using the federal standard mileage rate for moving expenses (for personal vehicle only).
- When using a rental truck or moving company, the original receipt showing payment is required.
- When using movers, the original signed receipt is required.
- Lodging en route to WKU will be reimbursed. However, once the employee has arrived, lodging or temporary living expense is not an allowable expense.