SACRAMENTO STATE

MOVING and RELOCATION CHECK LIST

Employee Name: ____________________________ Position: ____________________________
Employment Start Date: ______________________ Emp. ID: _____________________________
Relocated From: ____________________________ Dept: _________________________________
Moving Allowance: $_______________________ Extension: _____________________________
Account No: ____________ Fund: _________ Dept ID: ____________ Class: _____________

Date Completed Procedure and Documentation

______________ Contact Procurement for approved CSU moving companies at http://www.csus.edu/proc/

______________ Submit a Travel Requisition with the following completed/signed original forms to Procurement:

• Moving of Household Goods and Personal Effects
• Acknowledgement of Moving Expense Regulations
• Board of Control 738(e)

______________ Travel Requisition #_______________ Purchase Order # ________________

______________ Third Party invoice (i.e. moving company) approved by the Department Manager and submitted to the Travel Coordinator in the Accounts Payable Department for payment. Please write PO# on the invoice before sending to the Accounts Payable Department.

______________ Complete the Moving/Relocation Summary form in lieu of the IRS form 4782, the original must accompany the Travel Expense Claim Form (STD 262).

______________ Submit a completed/signed Travel Expense Claim (STD 262) with applicable original receipts along with each of the following forms in order for employee to be paid.

• (copy) Moving of Household Goods and Personal Effects
• (copy) Acknowledgement of Moving Expense Regulations
• (copy) Board of Control 738(e)
• (copy) Moving/Relocation Expense Summary

______________ Reimburse check to employee

Comments: __________________________________________________________________________

____________________________________________________________________________________

Prepared by: ____________________________ Extension: ____________________________

Questions about this form, please contact: Susan Johnson, Director of Accounts Payable
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Distribution - Original stays in Department
Rev 04/05/06