

## Moving Expense Reimbursement Form

Name: \_\_\_\_\_

LUID: \_\_\_\_\_

Campus address: \_\_\_\_\_

Date: \_\_\_\_\_

**1. List expenses for transportation and storage of household goods and personal effects:**

Item #	Item description	Amount
<b>TOTAL</b>		

**2. List expenses for travel and lodging payments for moving from old to new home. Do not include meals.**

Item #	Item description	Amount
<b>TOTAL</b>		

**(OVER)**

3. List all other expenses such as food, rental search, house search etc.:

Item #	Item description	Amount
<b>TOTAL</b>		
<b>TOTAL FROM SECTIONS 1,2, &amp; 3</b>		
<b>MOVING ALLOWANCE \$</b>		

**INSTRUCTIONS:**

1. Complete form and attach all receipts
2. Send to office of the Provost for approval; Provost will sign and forward to Payroll

**NOTE:**

Any expenses in #1 or #2 are tax exempt and reimbursement will be paid through accounts payable. Any expenses in #3 are taxable and reimbursement will appear on your payroll check.

You can be reimbursed for gas expense or mileage, but not both. Contact Payroll for current rates.

Reimbursement can only be issued for receipted items. Please number receipts and attach.

**Distance test** - Your new workplace must be at least 50 miles farther from your old home than your old workplace was.

**Time test** - If you are an employee, you must work full time in the general area of your new workplace for at least 39 weeks during the 12 months right after you move.

**Amount Approved:** \$ \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
David Burrows, Provost and Dean of the Faculty

**Date:** \_\_\_\_\_

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