

# Southwestern University

★ AT GEORGETOWN, TEXAS ★

## 2004 MOVING EXPENSE SUMMARY

*Note:* Attach a copy of the employment letter that indicates the terms of the reimbursement. ATTACH ALL ORIGINAL RECEIPTS to substantiate all expenses. Please return completed form and all receipts to the Human Resources Department. Please call 512-863-1435 or e-mail calvinj@southwestern.edu in the Human Resources Department if you have questions regarding the completion of this form.

**Department:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Date of Move:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Number of Household Members (including employee):** \_\_\_\_\_

**Former Residence City/State:** \_\_\_\_\_ **New Residence City/State:** \_\_\_\_\_

Line	Taxable Expenses	Amount
1	Pre-Move Househunting (includes travel, lodging, meals, etc.)	
2	Temporary Housing	
3	Travel -Mileage @ <u>37.5</u> cents per mile # miles: _____	
4	Meals	
5	Storage > 30 days From: ____/____/____ To: ____/____/____	
6	Other, please specify	
<b>Sub Total Taxable Expenses</b>		
<b>Non Taxable Expenses</b>		
7	Transportation -Common Carrier	
8	Transportation-Non Common Carrier (Example: U-haul)	
9	Packing, Shipping	
10	Moving Supplies	
11	Storage < 30 days From: ____/____/____ To: ____/____/____	
12	Travel from Former Home to New Home - Mileage @ <u>37.5</u> cents per mile # miles: _____	
13	Airfare for Employee and Household members to new home	
14	Lodging in route to new home	
15	Other, please specify	
<b>Sub Total Non Taxable Expenses</b>		
<b>Grand Total Reimbursed Moving Expenses</b>		

I certify that the expenses listed above were incurred by me as a result of moving and relocating my primary residence.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Authorization: \_\_\_\_\_ Date: \_\_\_\_\_