

Γax Dept Log ID	
or use by Tax only	

RELOCATION EXPENSE FORM HOUSE HUNTING EXPENSES ONLY

List ALL expenses related to this tri					lyments (1) EMPLID, St			
Copies of receipts are required for substantiation of expenses incurred.						START DATE			
 Do not send original receipts for taxable reimbusements to the Tax Departn Submit completed form to the Tax Department within 60 days of appointme 				-					
				intment in	0.				
(2) Name			(3) T	rip Dates					
				Start:			End:		
(4) Description of visit		(5) T	ravelers						
			(6) F	oreian Exc	hange Rate				
Breakdown of ALL expenses for this trip;			(6) Foreign Exchange Rate *****ALL HOUSE HUNTING EXPENSES ARE TAXABLE*****						
Include 3rd party payments	and prepaym	ents	AND WILL BE PAID THROUGH PAYROLL FOR EMPLOYEES						
(7) EXPENSE INFORMATION			(8) PAYROLL INFORMATION Enter account number						
TYPE OF EXPENSE	виов	TAXABLE		В	UOB = 3676 for			enses	
Meals	3676								
Airfare & Baggage Fees	3676		(B) 1	Γaxable Rei	imbursements to	Employee:			
Rental Car and Gas Receipts	3676								
Mileage () X ()miles	3676		RLT				<u>3676</u> \$		
Hotel Room & Tax	3676			LC	DEPT#	FUND	BUOB	AMOUNT	
imo/Taxi/Parking/Tolls	3676								
	3676		RLT				<u>3676</u> \$		
	3676			LC	DEPT#	FUND	BUOB	AMOUNT	
	3676								
	3676								
	3676								
	3676		(A) ⁷	Γaxable Thi	ird Party & Adva	nce (TR) Pa	vments:		
Grand Total or Departmental Limit	-	\$	- ` ′		,	,	,		
Pmts. to Third Parties and Prepaymer		<u>, </u>	RLV				3676 \$		
PO, TA, CR or TR No.	101 (71)		1 11	LC	DEPT#	FUND	BUOB	AMOUNT	
PO, TA, CR or TR No.				20	<i>521</i>	. 0.12	DOOD	7111100141	
PO, TA, CR or TR No.			RLV				3676 \$		
subtract (A) amounts from Grand Total/Departme	nt Limit			LC	DEPT#	FUND	BUOB	AMOUNT	
				LC	DLF1#	TOND	ВООВ	AWOON	
f less than 0, I owe Washington University f greater that 0, Washington University owes n	no (P)								
greater that 0, washington onliversity owes in	ile (b)								
9) Acknowledgements:									
Traveler's Signature Date:		Date:	_	Verified in	Tax by			Date:	
			_						
Prepared by Date			Preparer's	s WUSTL email	address		Phone Number		
			_						
Approver's Signature	1	Date:	Print Approver Name			Phone Numbe			



INSTRUCTIONS FOR RELOCATION EXPENSE FORMS

House Hunting Expenses Only

General Instructions

- All house hunting expenses, whether reimbursed to the individual or paid directly to a vendor on behalf of the individual, are taxable income to the individual, and must be reported to the Tax Department on a House Hunting Expenses Only Form.
- Complete a separate house hunting form for each visit.
- Only copies of receipts must be submitted with the relocation form for taxable expenses. Original receipts
 for taxable items should be retained by the individual that incurred the expense. Any original receipts sent
 to the Tax Department for taxable payments will be returned to the department.
- Forms must be submitted to the Tax Department within 60 days of individual's start date.

Specific Instructions

- (1) Provide EMPLID. If EMPLID is not available, use Student ID or SSN and expected start date.
- (2) Name of employee, stipend recipient, fellow, or student for whom the expenses were incurred.
- (3) Enter the start and end dates of the house hunting visit for which the expenses were incurred.
- (4) Include a detailed description of the activities
- (5) Enter the names of all travelers for whom expenses are being reimbursed as well as their relationship to the employee, stipend recipient, fellow, or student.
- (6) If expenses were incurred using foreign currency, enter the exhange rate for the date on which the expense were incurred.
- (7) EXPENSE INFORMATION
 - Provide a breakdown of expenses incurred by category.
 - Add additional types of expenses as needed.
 - Note that all house hunting expenses are coded to BUOB 3676.
 - Include all direct payments made to vendors on the individual's behalf as well as any prepayments.
 - Calculate any amounts overpaid or still owed to the individual.
 - In the event of an overpayment, the employee will need to remit the amount overpaid to the department.
 - In the event that WU owes the individual, payments to employees will be made via Payroll after the individual's appointment has begun.
 - ◆ For reimbursements prior to commencement of employment, the Relocation Waiver for Payment Form must be completed and submitted to the Tax Department with the House Hunting Expenses Only Form.
- (8) PAYROLL INFORMATION
 - Enter the account numbers to which the expenses incurred will be charged.
- (9) Traveler and approver must sign the Relocation form.
 - Include the preparer's contact information in the event that the Tax Department has questions or needs additional information.
 - Print approver name.