

Relocation Expense Reimbursement

Name Employee ID

Department Date

| Relocating From: | | | | Relocating To: | | | |
|------------------|----------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|----------------|----------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|
| Address | <input style="width: 350px; height: 25px;" type="text"/> | | | Address | <input style="width: 350px; height: 25px;" type="text"/> | | |
| City | <input style="width: 110px; height: 25px;" type="text"/> | State | <input style="width: 30px; height: 25px;" type="text"/> | City | <input style="width: 110px; height: 25px;" type="text"/> | State | <input style="width: 30px; height: 25px;" type="text"/> |
| | Zip Code | <input style="width: 70px; height: 25px;" type="text"/> | | | Zip Code | <input style="width: 70px; height: 25px;" type="text"/> | |

My new residence is more than 50 miles from my previous residence

Explanation of itinerary and corresponding receipts submitted (attach additional page(s) if more space is needed):

| Purpose | Expenses | Miles | Amount | Date (From) | Date (To) |
|---------|--------------------------------------|-------|--------|-------------|-----------|
| | Airfare | | | | |
| | Enter # Miles Driven | | | | |
| | Car Rental | | | | |
| | Fuel - Car Rental | | | | |
| | Truck Rental | | | | |
| | Fuel - Truck Rental | | | | |
| | Parking/Tolls | | | | |
| | Taxis | | | | |
| | Metra/CTA/RTA | | | | |
| | Lodging | | | | |
| | Meals | | | | |
| | Postage | | | | |
| | Moving Supplies | | | | |
| | Moving Company | | | | |
| | Storage (within 30 Days of the move) | | | | |
| | | | | | |
| | | | | | |

Total Expenses

Signatures/Approvals:

| | | | |
|-------------------|----------------------------------------------------------|------|----------------------------------------------------------|
| Employee | <input style="width: 320px; height: 25px;" type="text"/> | Date | <input style="width: 180px; height: 25px;" type="text"/> |
| Budget Manager | <input style="width: 320px; height: 25px;" type="text"/> | Date | <input style="width: 180px; height: 25px;" type="text"/> |
| Approving VP/Dean | <input style="width: 320px; height: 25px;" type="text"/> | Date | <input style="width: 180px; height: 25px;" type="text"/> |

Completed reimbursement forms, offer letters (indicating approved relocation assistance amount), and all original receipts must be submitted to the Vice President's or Dean's Office of your Department or College. The VP's/Dean's Office will forward this information to Payroll Services for processing.