



Moving Expense Form

Please submit completed form along with your receipts to Lisa Link.
 As an official visitor to Clemson University, I incurred and claim reimbursement for the following expense.

Effective January 1, 2018, moving/relocation reimbursements are taxable and subject to applicable withholding. It is taxed on a "supplemental" tax basis at flat rates of 22% Federal withholding, 7% State withholding, and 7.65% FICA.

Name:			
Mailing Address:			
Phone Number:		Email Address:	
Foreign National:	Yes No	If yes, you may be required to fill out additional paperwork with International Services. Please be able to provide your US Visa & Passport used for entry to the United States.	
Relocation Dates:			

Expenses	
Lodging:	
Meals:	
Airfare:	
Rail:	
Mileage to Airport:	_____ miles x \$0.16 =
Mileage for Personal Vehicle:	_____ miles x \$0.16 =
Rental Car:	
Moving Service:	
Boxes, Tape, Etc.:	
Other (specify):	
Total:	

Signature: _____
 Department Chair: _____

Date: _____
 Date: _____