



College of

EDUCATION

Moving Expense Reimbursement Request

Please submit completed form with itemized receipts to your departmental Business Manager.

Effective January 1, 2018, moving/relocation reimbursements are taxable and subject to applicable withholding.

Name:					
Employee ID:		Relocation Dates:		to	
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.		
Expenses:					
Lodging:			Rental Car:		
Meals:			Rental Car Gas:		
Airfare:			Moving Supplies:		
Moving Services:			Other (Specify):		
Personal Vehicle Mileage		x \$0.21=		Total Expenses:	
Approvals:					
Employee Signature:					
Department Chair Signature:					
Business Office Signature:					

College of Education Business Managers:

Educational & Organizational Leadership Development: Katie Cato (Interim), krcato@clermson.edu

Education & Human Development: Martha-Kate Williams, mki@clermson.edu

Teaching & Learning: Jennifer Dowell, dowell2@clermson.edu