



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 \$0.22=	Total Expenses:
Approvals:			
Employee Signature:			
Department Chair Signature:			
Business Office Signature:			

College of Education Business Managers:

Educational & Organizational Leadership Development: Teresa Kelley, tkelley@clermson.edu
 Education & Human Development: Savannah Bock (Interim), sdwigin@clermson.edu
 Teaching & Learning: Jennifer Dowell, dowell2@clermson.edu