



Moving Expense Form

Please submit completed form with 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:			Gas for rental car:		
Airfare:			Moving supplies:		
Moving Services:			Other(Specify):		
Mileage for personal vehicle:		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@clemsn.edu
 Education & Human Development: Doug Stephens, dwsteph@clemsn.edu
 Teaching & Learning: Amanda Whitman, awhitma@clemsn.edu