



MOVING EXPENSE REIMBURSEMENT REQUEST

Name	Social Security Number	
Address	Dates of Move	
Department	Employment Start Date	
Position Title	Extension	Mail #

PLEASE REFER TO INSTRUCTIONS ON THE BACK OF THIS FORM.		Yes	No
1. Is the University of St. Thomas at least 50 miles farther from your old home than your old workplace was?			
		Yes	No
2. Is this a request for a purchase order for a university contracted commercial moving company?			
If yes, please attach original quotation and enter amount:		\$	
3. Enter to amount you paid to pack, crate, and transport your household goods and personal effects.		\$	
4. Enter the amount you paid for travel expenses in moving from your old home to your new home. (See instructions on back.) Personal Car Only: miles driven _____		\$	
5. Enter the amount you paid for lodging expenses in moving from your old home to your new home.		\$	
6. Enter the amount you paid to store and insure household goods and personal effects, for a maximum of 30 consecutive days, after the items were moved from your old home and before they were delivered to your new home.		\$	
7. Enter the amount you paid for meals in moving from your old home to your new home. (Taxable)		\$	
8. Enter the amount you paid for house-hunting expenses prior to your move. (Taxable)		\$	
9. Enter the amount you paid for temporary living arrangements following the relocation before suitable housing was located. (Taxable)		\$	
10. Enter the amount of any other reimbursable moving expenses and please describe:		\$	
11. Total moving expenses:		\$	

I certify that the expenses listed above were incurred by me in connection with moving myself, my family and our personal possessions.

Signature of New Employee	Date
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ATTACH ORIGINAL RECEIPTS. Organize receipts by item number.

For Office Use Only	Account Number	Taxable	Nontaxable	Reviewed by	Date
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Moving Expense Reimbursement Request Instructions

The new employee should complete their name, social security number, UST phone number, and UST mail number.

1. The new employee must answer the distance question. If the answer is no, any reimbursed moving expenses will be taxable income to the employee.
2. If this request is pertaining to engaging one of the university contracted commercial moving companies, attach the original estimate and fill in the amount. Procurement Services will issue a purchase order to the moving company and the university will pay the full cost directly to the moving company.

If the amount is in excess of the Maximum Amount of Moving Expense Reimbursement noted on the Moving Expense Reimbursement Agreement, the Controller's Office will be contacting you in order to determine the reimbursement to the university. The new employee should be prepared to provide a check to the university for the excess amount within 15 days of the university's payment.
3. These costs must be actual costs incurred. Attach all original receipts. Include supplies, rental trucks, payments to packing and/or moving companies, etc. Include any amounts and receipts from the payment to a non-university contracted commercial moving company here.
4. Enter travel expenses incurred while traveling from the old home to the new home. If a rental truck was driven, actual gas charges should be entered. Attach all original receipts. If a personal vehicle was driven, enter the number of miles driven and multiply them by the current mileage allowance in accordance with IRS moving expense guidelines (\$.24 per mile in 2009, \$.27 per mile from July 1, 2008-December 31, 2008, and \$.19 per mile from January 1, 2008 – June 30, 2008) in order to calculate the moving expense to be reimbursed. This mileage calculation may be done for up to two personal vehicles. (Mileage may not be reimbursed for a rental truck or rental car – actual gas charges will be reimbursed instead.)
5. Enter any lodging expenses incurred on the move from the old home to the new home. Attach all original receipts.
6. Storage and insurance will be reimbursed up to a maximum of 30 days. Attach all original receipts.
7. Enter the meal expenses incurred while traveling from the old home to the new home. Attach all original receipts. Please note that these expenses are taxable income to the new employee when reimbursed by the university.
8. Enter the amount paid for house-hunting expenses. These expenses include travel, lodging, and meals. Attach all original receipts. Please note that these expenses are taxable income to the new employee when reimbursed by the university.
9. Enter the amount paid for temporary living arrangements. Attach all original receipts. Please note that these expenses are taxable income to the new employee when reimbursed by the university.
10. Enter the amount of any other moving expenses for which the new employee is seeking reimbursement. Please refer to the Moving Expense Program for a listing of reimbursable and non-reimbursable expenses. Describe the expenses and attach all original receipts. Depending on the expense, the reimbursement may be taxable to the new employee.
11. Total all the expenses noted in items 2 – 10.

Make sure to attach all original receipts for all expenses. Please organize the receipts by entry number.

The new employee must sign and date the form. **The form should be forwarded to the Controller's Office at AQU219. Any questions should be directed to Kirsten Muller in the Controller's Office at kmmuller@stthomas.edu or 651-962-6106.**