

Rowan University Relocation Request/Expense Form

Note: The University may pay moving and related expenses provided the funds are available in the division-operating budget. Receipts are required for all reimbursable items with the exception of mileage, which must be itemized. Mileage is reimbursed at the current IRS rate (\$0.14/mile) or gasoline receipts may be submitted. Federal income tax rules require certain reimbursements to be reported as taxable income to the recipient. Non-qualified reimbursable expenses will be reviewed by the CFO's office and the total amount forwarded to the Payroll office for year-end processing. In addition, if the distance test is not met, then moving reimbursements will be reported as taxable income subject to applicable income and employment taxes. **Please submit this form (with receipts) and a travel expense voucher to the Controllers office for reimbursement.**

Name: _____ Social Security No. _____ - _____ - _____

Address: _____ Department: _____

Travel Point: from _____ to _____, New Jersey

	Type of Expense	Total
1.*	Transportation cost to move household and personal effects	-
	Moving Company	
	Rental Truck	
	UPS/Fed Ex/Mail	
2.*	Travel & lodging to move from old to new residence	-
	Expenses	
	Mileage or (____x\$0.14)	
	Gasoline	
	Tolls	
	Airfare/Train (coach only)	
	Rental Car (compact only)	
	Taxi/Limousine/Parking	
	Lodging (max \$75 per night)	
3.*	Subtotal Lines 1 and 2	\$
4.**	Pre-move travel & lodging in looking for new location after obtaining employment	
5.**	All other payment (specify on attachments)	
6.**	Subtotal Lines 4 & 5	\$
7.	Total Expense (Add lines 3 & 6)	\$

“*” Will not be includable as taxable income if the distance test is met (Please complete):

Old home to new job location _____ miles
 Less: Old home to old job location _____ miles
 Excess must be at least 50 miles _____ miles

“**” Includable as taxable income. The total amount will be forwarded to the Payroll Department for inclusion on the employee's W-2 form.