


RELOCATION MOVING EXPENSE REIMBURSEMENT REQUEST SUMMARY

| | | |
|--|---|-----------------------|
| Employee Name: | | GT ID: |
| Title: | | Home Department: |
| Summary of Expenses | | |
| Type of Expense | Date(s) of action | Expense Amount |
| Taxable Expenses | | |
| House hunting – travel and lodging payments | | |
| Temporary lodging | | |
| Total Meal payments | | |
| | | |
| | | |
| | | |
| Subtotal Taxable Expenses | | |
| Non-Taxable Expenses | | |
| Relocation by GT Contract Carrier (includes | | |
| Relocation by employee (self-move) | | |
| Travel from old residence to new residence | | |
| Lodging en route to new residence | | |
| Other: _____ | | |
| | | |
| Subtotal Non-Taxable Expenses | | |
| Expenses Not Covered By Relocation | | |
| <u>Type</u> | <u>Amount</u> | <u>Reason</u> |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| Total | | |
| Total expenses requested | Total Taxable + Total Non-Taxable + Expenses Not Covered = | |
| | | |
| Mileage based limit for personal travel expense (PTE) reimbursement (\$20 per 100 miles driven; pro-rated) |  Enter Miles Traveled _____ | |
| Total Reimbursement | | |

| | | |
|---|-----------------|---------------------|
| Account Distribution: | Project Number: | Percentage: |
| | | |
| | | |
| Signature of requesting Department | Date | |
| <p>For employee reimbursements, employee must sign, below. "I certify that purchase was made using personal funds and supports Institute business. I have not received nor will seek reimbursement from any other source for any portion of the expense claimed."</p> | | |
| Employee Signature | Date | |
| Questions? Email: HR.Ask@ohr.gatech.edu | | Updated: 11/12/2013 |