

MOVING EXPENSE REPORT

WELCOME TO THE OHIO CONFERENCE! Complete this form in order to receive correct reimbursement for your move (processed through payroll). Attach receipts when indicated.

NAME: _____ **DATE:** _____

| |
|---------------------------------|
| AUTOMOBILE EXP |
| CODE 11501 @\$.19/mi (no-tax) |
| CODE 10501 @\$.20/mi (taxable) |

| | | | |
|----------------|--------------------|--|--|
| AUTOMOBILE #1 | # miles X .39/mile | | |
| AUTOMOBILE #2 | # miles X .39/mile | | |
| TOLL ROAD FEES | ATTACH RECEIPTS | | |

| |
|-----------------------------|
| LODGING EXPENSE |
| CODE 11503 (non-taxable) |

| DATE | MOTEL / HOTEL | AMOUNTS | |
|------|---------------|---------|--|
| | | | |
| | | | |
| | | | |
| | | | |

| |
|-----------------------------|
| MEAL ALLOWANCE |
| CODE 11502 (non-taxable) |

| PER DIEM CATEGORY | # DAYS | DAILY MEAL ALLOW | AMOUNTS |
|-----------------------------------|--------|----------------------------|---------|
| EMPLOYEE & SPOUSE | | \$50/SINGLE \$75/COUPLE | |
| CHILDREN | | \$25.00 PER CHILD | |
| PER DIEM ALLOWANCE: | | | |
| 1 DAY FOR LOADING | | 1 DAY FOR UNLOADING | |
| 1 DAY FOR EACH 500 MILES TRAVELED | | 1 DAY FOR UNPACKING | |

| |
|-----------------------------|
| FURNITURE MOVING |
| CODE 11504 (non-taxable) |

| SELF-MOVE FURNITURE MOVING EXPENSE | AMOUNTS | |
|------------------------------------|---------|--|
| TRUCK RENTAL (attach receipt) | | |
| PADS, DOLLIES (attach receipt) | | |
| GAS FOR TRUCK (attach receipt) | | |
| TOLL ROAD FEES (attach receipt) | | |
| OTHER _____ (attach receipt) | | |
| TOTAL | | |

| |
|-------------------------|
| MOVING ALLOWANCE |
| CODE 10510 (taxable) |

| | | |
|---|--|--|
| FLAT ALLOWANCE: <input type="checkbox"/> FAMILY (\$1,460) <input type="checkbox"/> SINGLE (\$730) | | |
| SELF-MOVE ALLOW: <input type="checkbox"/> 0-500 Miles (\$750) <input type="checkbox"/> 501-1000 Miles (\$1,000) | | |
| <input type="checkbox"/> 1001-1500 Mi. (\$1,500) <input type="checkbox"/> Over 1,500 Mi. (\$2,000) | | |

| |
|-------------------------|
| PAYROLL USE ONLY |
|-------------------------|

| | | | |
|------------------------------|--|------------------------|--|
| 11501 MOVING-MILEAGE | | 11503 MOVING-LODGING | |
| 10501 MOV-MILEAGE-taxable | | 11504 MOVING-GOODS | |
| 11502 MOVING-PER DIEM | | 10510 MOVING-ALLOWANCE | |
| TOTAL MOVING EXPENSES | | | |