

**ARIZONA STATE UNIVERSITY  
EMPLOYEE MOVING EXPENSE REIMBURSEMENT WORKSHEET**

*To avoid delay in processing reimbursement, please read the related instructions before completing form!*

\_\_\_\_\_  
**EMPLOYEE NAME**

\_\_\_\_\_  
**ASU ID #**

**PART A: DEDUCTIBLE EXPENSES (NONTAXABLE):**

Transportation of household goods and personal effects	\$ _____
Travel to new job location: (date of move _____)	
Lodging in transit, last night at old job location, first night at new job location	_____
Airfare	_____
Actual automobile expenses OR	_____
Mileage (_____miles *.18, the 2006 IRS moving mileage rate)	_____
Parking/toll fees paid while in transit	_____
Other (specify) _____	_____
Storage of household goods and personal effects (30 days maximum)	_____
Car shipping costs	_____
Other (specify) _____	_____
<b>TOTAL DEDUCTIBLE EXPENSE REIMBURSEMENT</b>	<b>\$ _____</b>

**PART B: NONDEDUCTIBLE EXPENSES (TAXABLE) TO BE REIMBURSED NET OF TAX THROUGH PAYROLL:**

Meal expenses while in transit (no alcohol)	\$ _____
Portion of mileage reimbursement greater than 18 cents per mile	_____
Pre-move house hunting expenses (date of pre-move trip _____)	_____
Other nondeductible expenses (be specific, use back of form if more space is needed)	
_____	_____
<b>TOTAL NONDEDUCTIBLE EXPENSE REIMBURSEMENT:</b>	<b>\$ _____</b>

**PART C: EMPLOYEE CERTIFICATION**

*I understand that I will be taxed on the reimbursement of my nondeductible moving expenses and that both deductible and nondeductible moving expenses will be reported on my annual W-2 Wage and Tax Statement.*

\_\_\_\_\_  
Signature of employee requesting reimbursement

\_\_\_\_\_  
Date

**PART D: DEPARTMENTAL AUTHORIZATION OF NONDEDUCTIBLE REIMBURSEMENT:**

Amount of Total Nondeductible Expenses to be charged to agency/org \$ \_\_\_\_\_

Agency/org to be charged: \_\_\_\_\_

X \_\_\_\_\_  
**Authorized Agency/Org Signer**

**FINANCIAL SERVICES/WEST BUSINESS SERVICES REVIEW:**

x \_\_\_\_\_  
**Accountant's Signature/Date**

**Submitted to payroll on** \_\_\_\_\_