Employee Move Information Sheet
(To be submitted with Employee Moving Expense Reimbursement Worksheet)

Note: This is an optional worksheet intended to help expedite the moving expense reimbursement process. You may find it helpful to review the Moving Expense Worksheet Instructions.

_________________________________________  ______ ___________________
EMPLOYEE NAME

_________________________________________  ASU ID #

1. List your location of residence prior to being hired by ASU _____________________

2. If the reimbursement request involves multiple trips, please provide dates and an explanation for each trip. Pre-move trips are those made during the period after the job offer and acceptance, and before the final move. Please also mark your receipts to indicate for which trip the expense was incurred.

3. Tax rules limit mileage reimbursement to the most direct route. If mileage reimbursement is claimed, it is helpful to attach directions from MapQuest or a similar distance calculator. You must explain a substantial variance, of more than 100 miles, between the mileage claimed and the calculated distance.

4. Please provide an explanation for any unusual circumstances regarding the expense reimbursement claim that have not already been detailed.