



2018 MOVING EXPENSES SUPPORT FORM

[For Expenses Reimbursed / Paid by Penn State]

(Keep a copy for your records and submit) SRFC Doc. # _____

Name: _____ PSU-ID: _____

Moving From: _____ Moving To: _____

Taxable Amount

A. Transportation of Household Goods and Personal Effects
(Moving van, truck rental, cars, supplies, tolls, etc.)

Amount paid to you _____

Amount paid to 3rd party _____

Check box if move is less than 50 miles further than current commute

B. Travel & Lodging Expenses for moving from old to new home

Depart Date _____ Arrival Date _____

Lodging Exp: # of nights _____

Personal Auto Mileage _____ @ .18 cents/mile

Meals _____

Other form of transportation (please specify-air, car rental)

C. Storage Costs of Household & Personal Effects

from _____ to _____

D. Notes:

Total Paid to Employee _____

Total Paid to 3rd Party _____

Signature _____ Date _____

Receipts are required for all reimbursed expenses, except meals (up to the per diem limit for the location) and personal mileage.