



**2019 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 \_\_\_\_\_ .20 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.