

2C. Meals During Final Move (Taxable Expense)

Meal & IE POLICY: Travelers are required to claim actual cost not to exceed the daily cap (refer to G-28, Appendix B for current cap) for travel 24 hours or more with overnight accommodations. No exceptions in exceeding the daily cap. M&IE cap shall not be treated as a per diem.

Total meals:\$ _____ Date: _____ # of people: _____ Total meals:\$ _____ Date: _____ # of people: _____
Total meals:\$ _____ Date: _____ # of people: _____ Total meals:\$ _____ Date: _____ # of people: _____

Subtotal of Meals Final Move: (Total of 2C) \$ _____

2D. Rental Car & Gas Expenses (while primary vehicle is being shipped) *Attach original itemized receipts.*

Rental Car \$ _____ Rental Car Gas Expense \$ _____

Subtotal Rental Car & Gas Expenses: (Total of 2D) \$ _____

2E. Storage charges incurred before and after the transit \$ _____ **(Total of 2E) \$** _____

Total Taxable Expenses (paid through payroll): (Total of 2A – 2E) \$ _____

SECTION 3: Final Move

3A. Third Party Expenses - Moving company, storage, etc. for auditing & reporting purposes only. (Non-Taxable Expense)

A move from the old to the new residence must be made via a conventional mode of transportation using the shortest and most direct route available and in the shortest period of time normally required to travel such a distance.

✓ Attach the original receipts with this form for auditing and reporting purposes.

Moving company name: _____

Invoice(s): _____

Household move total: \$ _____

Cost of shipping personal vehicle(s) \$ _____

100% lab, library, office move \$ _____

Storage charges incurred in transit only: \$ _____

Total Final Move Transportation Expenses: (Total of 3A) \$ _____

SECTION 4: Reimbursable Expenses (Non-Taxable Expense)

4A. Transportation (Expenses paid out-of-pocket by employee)

Employee _____

Spouse/Partner _____

Child 1 _____

Child 2 _____

Child 3 _____

Child 4 _____

Other (explain) _____

Other (explain) _____

Car mileage: _____

Airfare paid by employee: \$ _____

Car license plate #: _____ Total dollar amount for mileage: \$ _____

(Refer to G-28 Appendix A for IRS established mileage rate for relocation)

Moving truck rental:\$ _____ Moving truck rental "FUEL": \$ _____ Ground transportation: \$ _____

Pet Transportation: \$ _____ Type of pet(s): _____

Domesticated Pets ONLY

Subtotal Transportation Expenses: (Total of 4A) \$ _____

4B. Lodging during final move (if new employee drove instead of flying) *Original itemized receipt required.*

Number of Nights _____ Check in Date: _____ Check out Date: _____ Rm+tax (Total):\$ _____ # of people: _____

Number of Nights _____ Check in Date: _____ Check out Date: _____ Rm+tax (Total):\$ _____ # of people: _____

Subtotal Lodging Expenses: (Total of 4B) \$ _____

4C. Miscellaneous Expenses

Parking: _____ Tolls: \$ _____

Identify: _____ Other Expenses: \$ _____

Identify: _____ Other Expenses: \$ _____

Identify: _____ Other Expenses: \$ _____

Subtotal Miscellaneous Expenses: (Total of 4C) \$ _____

Total Reimbursable Expenses (4A - 4C) \$ _____

SECTION 5. Accounting Information

5A. Full Accounting Unit (to be completed by department)

CHART	ACCOUNT	SUB-ACCOUNT	OBJECT	SUB-OBJ	PROJECT	ORG REF ID	AMOUNT
			2700				
			2700				
			2700				
			2700				

Approval Signature: _____

Date: _____

Approver Name: _____

Approver Title: _____

Notes

- * Departments are responsible for submitting the original receipts in case of audit.
- * Attach a copy of the OFFER LETTER.
- * Reimbursements for academic appointments are allowed at 50% of actual moving expenses.
- * Qualified moving expense reimbursements are to be processed (i.e., reported on the employee's W-2 form) within the same calendar year in which the expenses were incurred.
- * Resources:
 - * G-13 (MSP/PSS Titles) <http://policy.ucop.edu/doc/3420347/BFB-G-13>
 - * SMG Moving Reimbursement Regents Policy 7710: http://policy.ucop.edu/_files/smg-docs/smg_move_reimburse.pdf
 - * Accounting Webpage <http://www.accounting.uci.edu/travel/relocation/overview.html>