The University of Puget Sound seeks to reduce the financial impact of relocation upon new faculty and exempt staff members. For that reason, the University will cover the full cost of moving household goods up to $1,500 and one-half of expenses beyond the initial $1,500, up to a maximum reimbursement of $3,000. If, for example, an individual's moving expenses totaled $2,356, the reimbursement would be $1,928 ($1,500 in full and $856 at 50%). Original receipts for all moving expenses must be attached to the Request for Moving Expense Reimbursement form (on reverse side) and submitted at the time the move is complete. The University's moving expense reimbursement policy covers only those items listed on the reimbursement form. Expenses such as meals, househunting trips, car repairs, veterinary bills, etc., will not be covered under moving expense reimbursement. Reimbursement requests should be submitted to the Academic Vice President’s Office (faculty) or the Human Resources Department (staff) for approval and processing within thirty (30) days of the individual's start date. If you have any questions regarding the completion of this form, contact the Academic Vice President’s Office (253-879-3205) or the Employment and Training Manager (253-879-3461).

Human Resources 1/06
REQUEST FOR MOVING EXPENSE REIMBURSEMENT

NAME:__________________________________________________________________________

HOME ADDRESS:________________________________________________________________
________________________________________________________________________________

HOME PHONE:_________________SOC. SEC. NUMBER:_________________________________

DEPT. PHONE: ________________ DEPARTMENT: __________________________________

DATES OF MOVE: _______________________________________________________________

FORMER HOME ADDRESS: ______________________________________________________
________________________________________________________________________________

FORMER WORK ADDRESS: ______________________________________________________
________________________________________________________________________________

If the University is not located at least 50 miles farther from your former home than your former
home was from your former job location, then this reimbursement will be considered taxable income
according to Internal Revenue Service regulations.

Complete appropriate categories and attach original receipts to this form.

AMOUNT

Air Fare:  ___________________________                             Lodging:                      ___________________________
Moving Van/Trailer Rental:  ___________________________               Lodging:                      ___________________________
Postage/Shipping:                                             ___________________________
Supplies (i.e., tape, wrapping paper)  ___________________________  Tolls/Fares/Parking Fees  ___________________________
Gasoline OR Mileage: Number of Miles:  @$18/mile ___  Toll/Fares/Parking Fees  ___________________________
Other (specify) __________________________________  ___________________________

TOTAL EXPENSES CLAIMED: ___________________________

Faculty/Staff Member's Signature  Date

Academic Vice President/Human Resources Signature  Date

FOR DEPARTMENTAL USE ONLY

REIMBURSEMENT:  BUDGET NUMBER: __________.61800
POSITION TITLE:  
DATE PROCESSED:  