



Relocation Expenses Worksheet Instructions

1. This form is to be included as part of the backup to an Employee Non-Travel Reimbursement Voucher for moving expenses. After completion this form with all receipts is attached to an Employee Non-Travel Reimbursement Voucher.

2. **Section 1:** Fill in all requestor information

3. **Section 1:** In Brief description of move box write in any information that would help us understand your move, especially if your move was more complicated than a simple move from point A to point B. Example if you moved goods from two locations or if your move happened earlier than the rest of your household.

4. **Section 2:** Pre-Move House Hunting

- a. Transportation: Fill in the date and vendor name, or mileage, and amount for each expense
- b. Meals and Lodging: Fill in the date, vendor name and amount for each expense (if you have multiple expenses of one type, such as meals, ok to include them all on one line)

NOTE: The form will calculate a subtotal for house hunting expenses under Section 2.

5. **Section 3:** Moving

- a. Moving and storage of household goods: Fill in the date, descriptions and amount for all expenses in this category.
- b. Transportation: Fill in the date, vendor or mileage and amount for all expenses in this category.
- c. Meals and Lodging: Fill in the date, description and amount for all expenses in this category. If you have a lot of receipts for one type of expense, such as meals, it is ok to combine them and enter them on one line.
- d. Other miscellaneous expenses incurred: Use this section to list any expenses that do not fit in the above categories.

NOTE: The form will calculate a subtotal for all moving expenses under Section 3. The form will calculate the final total of all expenses both house hunting and moving.

6. **Section 5:** Requestor Approval

- a. The payee signature certifies the statement under Section 4



Relocation Expenses Worksheet

AP
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Attach to Employee Non-Travel Reimbursement Voucher

SECTION 1: REQUESTOR INFORMATION

Name: _____ Hire Date: _____ Moving Start Date: _____ Moving End Date: _____

Previous Address: _____ New Address: _____

Number of individuals involved in move: _____

Brief description of move:

Attach the following: - receipts for all expenses, even if expense exceeds moving allowance
 - mileage odometer log or web based mileage such as Mapquest

Expenses **must be** associated with a dependent of employee

SECTION 2: PRE-MOVE HOUSE HUNTING

Transportation

Date	Vendor or Mileage	Amount

Meals and Lodging

Date	Description	Amount

Total Pre-Move House Hunting Expenses:

SECTION 3: MOVING

Moving and storage of household goods

Date	Description	Amount

SECTION 3: MOVING (continued)

Transportation

Date	Vendor or Mileage	Amount

Meals and Lodging

Date	Description	Amount

Other miscellaneous expenses incurred

Date	Description	Amount

Total Moving Expenses:

TOTAL RELOCATION EXPENSES BEING CLAIMED:

SECTION 4: OFFICIAL APPROVAL

I certify that this claim is true and correct and just and that payment therefore has not been received from NMSU or any other source. I also understand any portion of expenses that are determined to be taxable in accordance with IRS regulation will be deducted through NMSU Payroll.

SECTION 5: REQUESTOR APPROVAL

Printed Name _____ Signature _____ Date _____