



Instructions to Relocation Expense Authorization and Payment Form

How to Complete the Form

The Relocation Expense Authorization and Payment form must be completed according to the policy and procedure described in “IRS Requirements for Reimbursement of Moving Expenses”.

Complete the form as follows:

Amount: Enter total dollar amount of reimbursement.

Tax Classification Amount: Enter the dollar amount of each expense, in the qualified or nonqualified column.

Payment To: Detail the amount paid to the employee or third party.

Total: Enter the total for each column. Combined totals for each column must equal the total amount reimbursed.

Documentation Required

The following table lists the type of documentation required for each type of qualified moving expense. Attach the appropriate documentation to this form.

Qualified Expense	Documentation Required
Packing	Authorized certificate of packing
Moving	Canceled check or original receipt from mover AND itemized invoice
Shipping	Receipted bill of lading
Storage	Cancelled check or original receipt AND itemized invoice
Mileage	Shortest highway route (IRS standards) at current IRS reimbursement rate for moving expenses (<i>note:</i> This rate should not be confused with the corporate travel reimbursement rate for mileage)
Meals and Other Expenses	Original Receipts