Texas Tech University System
EMPLOYEE MOVING EXPENSE REIMBURSEMENT COVER SHEET
Send original receipts to MS 1092

<table>
<thead>
<tr>
<th>Employee Name and R#</th>
<th>Dates Move Occurred</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Date Receipts Received</th>
<th>EOPS Transaction Number</th>
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**PART A: NONTAXABLE EXPENSES***

- Transportation of household goods and personal effects $___________
- Travel to new job location:
  - Lodging (in transit, one night at old location, one night at new location) $___________
  - Airfare (all members of household) $___________
  - Actual automobile expenses OR $___________
  - Mileage reimbursement (_____ miles * .19 (2016 IRS moving rate)) $___________
  - Parking/toll fees while in transit $___________
  - Storage of household goods (30 day maximum) $___________
  - Vehicle transport costs $___________
  - Other (please provide detail) $___________

**TOTAL NONTAXABLE EXPENSES PAID (Reportable in Box 12, Code P of W-2) $___________**

*Receipts must be provided to the department within 60 days of payment to qualify for nontaxable treatment.

**PART B: TAXABLE EXPENSES**

- Meal expenses while in transit $___________
- Mileage greater than 19 cents $___________
- Pre-move house hunting expenses (Date: _____________) $___________
- Other moving expenses (please provide detail) $___________

**TOTAL TAXABLE EXPENSES PAID (Reportable in Box 1 of Form W-2) $___________**

**PART C: GRAND TOTAL OF EXPENSE REIMBURSEMENT (sum of Part A and Part B) $___________**

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For Tax Office Use:

FOAP:

Pay Frequency:

COA:

April 2016