

# Texas Tech University System

## EMPLOYEE MOVING EXPENSE REIMBURSEMENT COVER SHEET

\*Original receipts are no longer required. The cover sheet can be uploaded to the EOPS system with the supporting documentation.

\_\_\_\_\_  
Employee Name and R#

\_\_\_\_\_  
Dates Move Occurred

\_\_\_\_\_  
Date Receipts Received

\_\_\_\_\_  
EOPS Transaction Number

### TAXABLE EXPENSES\*\*

House Hunting expense \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

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 \* Dept. may set the rate) \$ \_\_\_\_\_

Parking/toll fees while in transit \$ \_\_\_\_\_

Storage of household goods \$ \_\_\_\_\_

Vehicle transport costs \$ \_\_\_\_\_

Other (please provide detail) \$ \_\_\_\_\_

Other moving expense not included above \$ \_\_\_\_\_

TOTAL TAXABLE EXPENSES PAID (Reportable to the employee in Box 1 of FormW-2) \$ \_\_\_\_\_

\* Original receipts are not required for reimbursement. Digital copies will suffice. The cover sheet can be uploaded to the EOPS system with the supporting documentation.

For Tax Office Use:

FOAP:

Pay Frequency:

COA:

\*\*Recent passage of the Tax Cuts and Jobs Act removes the individual moving expense deduction effective January 1, 2018. This change will prohibit an employer's ability to pay and/or reimburse an employee's moving expense as a **nontaxable** payment. As such all relocation payments made on or after January 1, 2018 will be taxable and must be submitted on the MOV earn code.