

**University of Dayton
Moving Expense Form**

	Amount Paid to Vendor by the University	Reimburse- ment to Employee	Totals
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Cost of Moving Household Goods*

Moving Company			
Self -Move (Truck Rental, Containers, etc.)			
Other (Explanation required)			

Cost of Traveling to New Location

Airfare*			
Meals**			
Lodging*			
Mileage* _____ miles X \$0.000 per mile			
Other (Explanation Required)			

Pre-Move Househunting Trip**

Airfare			
Meals			
Lodging			
Mileage _____ miles X \$0.000 per mile			
Other (Explanation Required)			

Moving Expense Totals

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*Deductible Moving Expenses - (Nontaxable Fringe Benefit)

**Non-Deductible Moving Expenses - (Taxable Income Included on W-2 Form)

Explanation for Other Expenses

This form must be completed and receipts must be provided before reimbursement can be made.

Employee Name and UD ID #

Employee Signature

Local Address

Date
