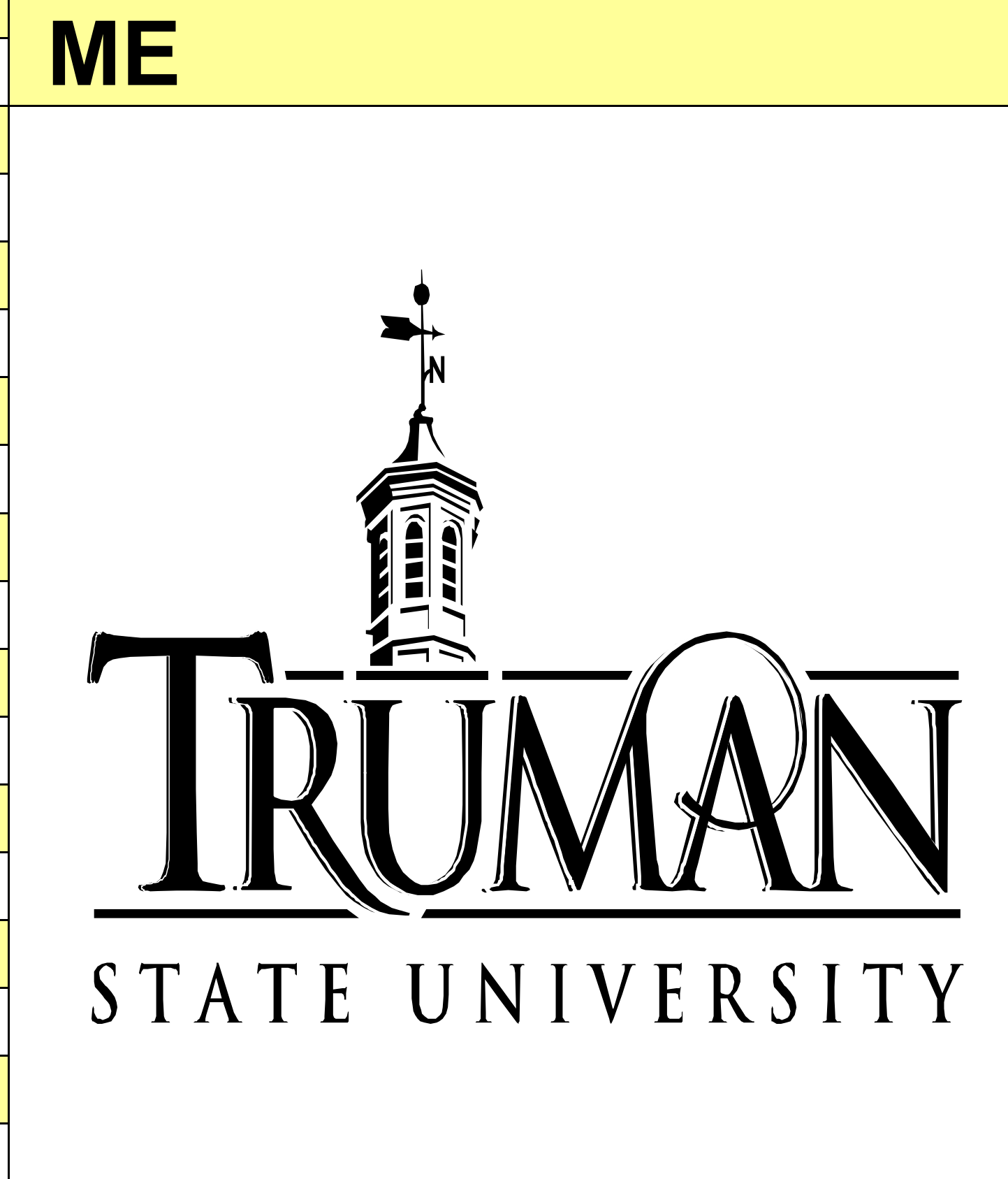


**TRUMAN STATE UNIVERSITY**

**Moving Expense Report - Taxable Reimbursement** (Jan 2020)

Name	<i>Fund</i>	<i>Orgn</i>	<i>Account</i>	<i>Program</i>	
Address	<i>Banner ID</i>				
City	Phone Number				
State	Zip Code	Email Address			
Business Purpose					
City and State of Former Residence		City	State		
Has Truman employment contract been signed and returned to the President's Office?				____yes	____no
Is Employee moving residences from outside a 50 mile radius of Kirksville to within a 50 mile radius of Kirksville?				____yes	____no
Is this payment to or on behalf of a Non-US Citizen or Non-Permanent Resident? If yes, please contact Payroll.				____yes	____no



Travel Information				Transportation		Lodging	Other Travel	Total	
		Personal Mileage	Personal Vehicle	Rental Vehicle			ex. parking and toll fees, fuel for rental vehicles		
		Using Direct Route	17 cents per mile	ex. U-Haul	Moving Company	Lodging	(cost for meals is not allowed)	Total	
Date	Departure Location	Arrival Location	Number of Miles	Amount	Amount	Amount	Other Amount	Other Travel Explanation	by Row
<b>Total by Column</b>									

This is to certify the expenses above were incurred in the relocation of personal/household items. The undersigned traveler understands that no reimbursement will be made unless a receipt is furnished. Failure to furnish such receipt is certification that no such charge is included in this travel report.

<b>Required Signatures</b>	<b>Approval(s)</b>	<b>Date</b>
Requestor:		
School Dean Signature:		
EVPAA/Provost Signature:		

<b>Additional Comments</b>
<i>Amount of Maximum Reimbursement</i>