Moving Expenses Report

Remember to attach receipts to this report

Do NOT use this form to report Pre-Move/House-Hunting Trip or Interview Trip
See reverse side of this form for Chesapeake Conference Moving Policy

Name: _____ Date _____

Address: _____

Location - From: _____ To: _____

Non - Taxable:

Mileage: Total Miles Driven: _____

Number of cars (X) _____

Mileage Rate* (X) _____

Total Mileage _____

Hotel (Attach Receipts) _____

Other Expenses: Specify and attach receipts)

_____ _____

_____ _____

_____ _____

Total Non - Taxable Expense _____

Taxable

Per Diem: Number of people traveling _____

Daily Per Diem* (X) _____

Number of Days Traveling (X) _____

Total Per Diem _____

Other Expenses: (Specify and Attach Receipts)

_____ _____

_____ _____

Total Other Expenses _____

Moving Allowance: _____

Total Taxable Expenses _____

Total Moving Expenses _____

_____ _____

Employee Signature Date

Office Only

Moving Exp. Non - Taxable	_____	37
Moving Exp. Taxable	_____	47
Moving Allowance	_____	46
Advance	_____	53
Other	_____	

_____

Treasurer Approval

_____

Date