

Western New England University
Moving Expense Reimbursement Form
2022

Employee Name:		Department:	
	Date:	Date:	
	From City & State:	To City & State:	
Car Travel:			Totals:
Mileage:	x \$.18 per mile		
Parking			
Tolls			
Cost of air, rail, or bus fare			
Cost of packing, crating & shipping, etc. (provide details on page 2)			
Cost of hotel or motel			
Do-it-yourself moving costs such as truck rental, trailer, etc. (provide details on page 2)			
Other authorized expenses (provide details below):			
Total expenses			
Amount eligible for reimbursement (total expenses x .75)			
Zone 1, enter lesser of \$3,000 or amount of eligible total above (refer to zone list)			
Zone 2, enter lesser of \$4,500 or amount of eligible total above (refer to zone list)			
Zone 3, enter lessor of \$6,000 or amount of eligible total above (refer to zone list)			
Zone 4, enter lessor of \$7,500 or amount of eligible total above (refer to zone list)			
Less amount advanced (if any)			
Total amount to be reimbursed			
<i>I certify that to the best of my knowledge this report is an accurate accounting of my moving expenses.</i> <hr style="width: 80%; margin-left: 0;"/>		Approved: ___ YES ___ NO <hr style="width: 80%; margin-left: 0;"/>	
Employee Signature	Date	Department Head Signature	Date
DR: 10-1-21000060-60-524905			

Please send completed form with all original receipts to Procurement Services for review and approval.

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Employee Name:	Department:
Justifications/details from page one:	
<p style="text-align: center;">Approved: ___ YES ___ NO</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Provost's Signature Date </p> <p><i>Required for all Moving Reimbursement requests.</i></p>	<p style="text-align: center;">Approved: ___ YES ___ NO</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> *V. P. for Finance and Admin. Date </p> <p><i>*Required for Vice Pres. and Dean positions or policy exceptions only.</i></p>

<i>ONLY if requesting exception to policies, please provide explanation below:</i>		
Reimbursement type: ___ According to Policy ___ Exception to Policy (Explain below)		
<hr style="width: 95%; margin: 0;"/> Department Head Approval	<hr style="width: 95%; margin: 0;"/> Title	<hr style="width: 95%; margin: 0;"/> Date

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