

Relocation Expenses Reference Chart

Itemized receipts must be attached to Relocation Request Form

Cost Category	Notes and Restrictions	Required Documentation
Transportation of Household Goods:		
Commercial Carrier		Bill of Lading
		Original itemized receipts required and clearly showing amount paid
Self Move – Vehicle Rental		Rental Agreement
		Original paid itemized receipts
Self Move – Gas and Fuel		Original paid itemized receipts
Self Move – Personal Vehicle Mileage	No side trips, must be most direct route	Document miles from former residence to new residence
	IRS Moving Rate to be used	
Self Move – Labor	Labor provided for employee or employee's immediate family is not reimbursable	Receipt from labor used to include signature and amount paid
Travel and Lodging: (from former primary residence to new primary residence)		
Airfare	Coach only	Original passenger coupon or detailed paid invoice
	Immediate family members living in residence only	
Lodging	One night at departure location and one night at arrival location	Original itemized paid lodging receipt
Personal Vehicle Mileage	No side trips, must be most direct route	Document miles from former residence to new residence
	IRS Moving Rate to be used	
Rental Car		Rental Agreement
		Original paid itemized receipts
Fuel	Not allowed if claiming mileage at IRS rate	Original paid itemized receipts
Tolls, Taxis, Shuttle, and Parking		Original paid itemized receipts
Other Expenses		
Temporary Storage	Short term storage	Original paid itemized receipts
Relocation Related Supplies	Must be consumable in nature (cardboard boxes, tape, bubble wrap, etc.)	Original paid itemized receipts
	Not permitted: plastic totes, scissors, bungee cords, etc.	