



Reimbursement of Relocation Expenses Request Form

Employee Information

Form with fields: Date Submitted, Banner ID, Employee's ID, Employee's Position ID, Employee's First Name, Employee's Last Name, Employee's Home Department, Home Department ID, Employee's Title, Employee's Phone Number, # Spouse/Dependents (if applicable), Employee's Hire Date.

Relocation Information

Form with columns: Former Primary Residence, New Primary Residence. Fields include: Street, City, State, Zip, Date Moving Agreement Signed, Maximum Reimbursement Allowed, Date of Move, Requested Amount, Chart String, Combo Code (Provided by Budget Office).

Signatures & Approvals

I certify the expenses listed in this form were incurred by me for the purpose of personal relocation and moving at the request of the University and in accordance with the terms agreed upon in the Relocation and Moving Expense Agreement. I also agree that I have read and fully understand all of the terms discussed on the Repayment Agreement disclosed by my University, in the event of a termination within the specified time frame of my employment.

Employee Signature: _____ Date Signed: _____

The expenses shown on this voucher have been reviewed for accuracy and conformity with State of Georgia and University relocation reimbursement regulations and are considered to be reasonable and proper.

Official Approver Signature: _____ Date Signed: _____
Dean/Director Signature (if applicable): _____ Date Signed: _____
Budget Manager Signature: _____ Date Signed: _____
Office of Budget Services Signature: _____ Date Signed: _____
Payroll Signature: _____ Date Signed: _____

Expenditures

Date of Trip – From:		Date of Trip – To:	
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Travel Expenses:

Airfare (coach only):	
Meals:	
Lodging:	
Fuel:	
Mileage:	
Rental Car:	
Tolls, Taxi, Shuttle Service, or Parking:	
Subtotal - Travel & Lodging:	

Total Cost of Self-Move:

Total Cost of Vendor Assisted Move:		
Vendor Name:		Vendor Phone Number:
Self-Move (only if you didn't use a vendor) Please Attach Receipts if Needed		
Vehicle Rental and Accessories:		
Packing Supplies:		
Fuel and Oil:		
Labor:		
Temporary Storage of Household Goods:		
Temporary Living Quarters:		
Subtotal – Self-Move:		
Total Reimbursement:		