



EMPLOYEE REQUEST FOR REIMBURSEMENT OF RELOCATION EXPENSES

EMPLOYEE INFORMATION

Employee Name _____ Title _____
 Department _____ Date Moving Agreement Signed _____
 OneUSG Connect Employee ID _____ OneUSG Connect Employee Record _____

RELOCATION INFORMATION

Former Primary Residence: _____ New Primary Residence: _____
 Street _____ Street _____
 City/Town _____ City/Town _____

Maximum Reimbursement Allowed (Per Relocation and Moving Expense Agreement) \$ _____
 Is this the Final Reimbursement Request? _____
 Combo Code _____

EMPLOYEE CERTIFICATION AND AGREEMENT

I certify the expenses listed below were incurred by me for the purpose of personal relocation and moving at the request of the University of Georgia and in accordance with the terms agreed upon in the Relocation and Moving Expense Agreement.

 Employee Signature Date

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.

 Department Head Date

**Per UGA Travel Regulations, a written justification must be submitted for any expenses in excess of per diem rates. Please refer to the UGA Travel Regulations at: <http://policies.uga.edu/Travel/Employee-Travel-Effective-January-1-2015-Present/> for specific guidelines and per diem rates.*

EXPENDITURES (TAXABLE)

TRAVEL & LODGING: OLD PRIMARY RESIDENCE TO NEW PRIMARY RESIDENCE

Is this travel the final trip from the old primary residence to the new primary residence? _____

Dates of Trip: From _____ To _____

1. Travel Expenses:

Airfare (coach only) = \$ _____

Meals = \$ _____

Lodging = \$ _____

Mileage* or Fuel (please specify) = \$ _____

Rental Car = \$ _____

Tolls, taxi, shuttle service, or parking = \$ _____

Subtotal: Travel & Lodging = \$ _____

TRANSPORTATION OF HOUSEHOLD GOODS:

1. Common Carrier = \$ _____

2. Self-Move:

Vehicle rental and accessories (attach Receipts) = \$ _____

Packing Supplies = \$ _____

Fuel and oil (attach receipts) = \$ _____

Labor up to a maximum of \$500 (attach receipts) = \$ _____

Temporary Storage of Household goods (upto 6 months) = \$ _____

Temporary Living Quarters = \$ _____

Subtotal: Transportation = \$ _____

TOTAL REIMBURSEMENT = \$ _____

Mileage For Relocation on or after Jan 1 2019, is \$0.20 Per Miles

*2019 Example: *The mileage driven for the move from the former residence to the new residence is a 1,000 miles.*

1,000.00 x \$0.20 = \$200.00 is taxable and recorded above.