KENYON COLLEGE
MOVING EXPENSE REIMBURSEMENT
SHEET

Name:
Street:
City, State & Zip:

Date:  
Account Charged:

Moving from:  
Total number of miles moved: miles:

Moving Expense Payments

1. Transportation and storage of household goods and personal effects

2. Travel, lodging and fuel expenses from moving to new home. Do not include meals

3. Listing of miscellaneous expenses incurred: (not included in items 1 & 2 above)
   
   a.
   b.
   c.
   d.
   e.
   f.
   g.
   h.
   i.

TOTAL PAYMENT $ 

Signed by
Employee:  
Approved by
Senior Staff:

Dated:  

NOTE: Please attach all supporting receipts and documents!

KENYON POLICY REQUIRES RECEIPTS FOR ALL REIMBURSEMENTS OF $25.00 OR MORE.