

**KENYON COLLEGE  
MOVING EXPENSE REIMBURSEMENT  
SHEET**

<b>Name:</b>
<b>Street:</b>
<b>City, State &amp; Zip:</b>

<b>Date:</b>	<b>Account Charged:</b>
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**Moving from:**

<b>Total number of miles moved:</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	miles:	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>
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Total miles X \$1.25/mile  
\$   
If amount is less than \$750.00  
then \$750.00 will be reimbursed

<b>Moving Expense Payments</b>	<b>Amount to be reimbursed to employee</b>	
1. Transportation and storage of household goods and personal effects.....	1. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px;"></span>	Taxable Amount Reimb. MOP <span style="border: 1px solid black; display: inline-block; width: 150px; height: 25px;"></span>
2. Travel, lodging and fuel expenses from moving to new home. <b>Do not</b> include meals.....	2. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px;"></span>	
3. Listing of miscellaneous expenses incurred: (not included in items 1 & 2 above)	3. Amount of each item:	Non-Taxed Amt Reimb. MOA <span style="border: 1px solid black; display: inline-block; width: 150px; height: 25px;"></span>
a. _____	a. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	
b. _____	b. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	
c. _____	c. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	
d. _____	d. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	
e. _____	e. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	
f. _____	f. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	
g. _____	g. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	
h. _____	h. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	
i. _____	i. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	
<b>TOTAL PAYMENT</b>	\$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	

Signed by Employee: _____	Approved by Senior Staff: _____
Dated: _____	

**NOTE:** Please attach all supporting receipts and documents!  
IRS REGULATIONS REQUIRE RECEIPTS FOR ALL REIMBURSEMENTS OF \$25.00 OR MORE.