KENYON COLLEGE MOVING EXPENSE REIMBURSEMENT SHEET

Name:		
Street:		
City, State & Zip:		
Date:		
Moving from:		
Total number of miles moved:	miles:	Total miles X \$2.00/mile \$ Minimum \$1,000.00
Moving Expense Payments	Amount to be reimbursed to employee	Maximum \$4,000.00
Transportation and storage of household goods and personal effects	1.	Taxable Amount Reimb. MOP
Travel, lodging and fuel expenses from moving to new home. Do not include meals	2.	
		Non-Taxed Amt Reimb. MOA
3. Listing of miscellaneous expenses incurred: (not included in items 1 & 2 above)	3. Amount of each item:	
a b c d.	a. b. c. d.	
e. f.	e. f. g.	
g. h. I.	h. I.	
TOTAL PAYMENT	\$	
Signed by Employee:	Approved by Senior Staff:	

NOTE: Please attach all supporting receipts and documents!

Dated:

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