

**Table A**

<b>DISTANCE TEST WORKSHEET</b>	
1) Enter the number of miles from employee's <b>old home</b> to employee's <b>new workplace</b>	miles
2) Enter the number of miles from employee's <b>old home</b> to employee's <b>old workplace</b>	miles
Difference - Subtract line 2 from line 1. If zero or less, enter -0-.	miles
<b>Is Difference at least 50 miles?</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>	
Yes. Determine the portion of moving expenses that are payable through CAS and/or Payroll No. All moving expenses are considered to be taxable and should be submitted through Payroll.	

**Table B**

<b>MOVING EXPENSES ANALYSIS WORKSHEET - Nontaxable &amp; Taxable</b>			
<b>Moving Expenses, personal and travel Receipts required unless otherwise stated</b>	Purchasing/AP Nontaxable	PAYROLL Taxable	\$ Amount Claimed
Bill of Lading (Commercial Carrier Documentation) **	X		
Rental truck or trailer	X		
Fuel (but not repairs) charges for rental truck or vehicle pulling trailer in transit from old residence to new residence (if claiming 12 cents per mile-no receipts required.	X		
Packaging materials such as tape and boxes	X		
Storage - 30 days or less after removal of the goods and personal effects from the old residence and before delivery to the new residence	X		
Lodging en route from old residence to new residence	X		
Transportation for the employee for a single trip (If claiming 12 cents per mile - no receipts required.) <b>Total Miles</b>	X		
Meals while enroute from old residence to new residence		X	
Storage - for 30 days <b>after</b> removal of the goods and personal effects from the old residence and before delivery to the new residence		X	
House or apartment hunting expenses		X	
Transportation for the employee and members of household for a single trip exceeding 12 cents per mile <b>Total Miles</b>		X	

Total for Purchasing/Accounts Payable    0

Total for Payroll    0

\*\* If the move was by a commercial carrier and the moving employee is requesting reimbursement for the expenses, the itemized bill of lading, inventory of contents moved, and 3 bids are required. Limitation on poundage allowed = 12,000 lbs. and No moving costs are allowable for automobiles. If the commercial carrier direct bills the University/Department, KUEA can pay the expenses without being subject to these limitations/requirements.