



ITHACA COLLEGE SUMMARY OF MOVING EXPENSES

NAME: _____

ADDRESS: _____

1. Miles from former residence to new place of work: _____

2. Miles from former residence to former place of work: _____

3. Qualified Moving Expenses: _____

a. Cost of moving household goods and personal effects: _____

b. Travel and lodging expense incurred from former location to new location: _____

Total Qualified Moving Expenses: _____

4. Non-Qualified Moving Expenses: _____

a. Travel expenses incurred during house hunting trips: _____

b. Lodging expenses incurred while occupying temporary quarters: _____

c. Meal expenses: _____

d. Residence sale, purchase or lease expenses: _____

e. Other (please specify): _____

Total Non-Qualified Moving Expenses: _____

Employee Signature: _____

Date: _____

~ ICHR OFFICE USE ONLY ~

Account Number _____ Amount Approved: _____ Approver Initials: _____