**University of Montana**

**Relocation Expense Tax Form**

 Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Move:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banner ID :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Maximum amount authorized $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for relocation expenses. Dept Index to be charged: \_\_\_\_\_\_\_\_\_\_\_Acct: 62810

**Original Itemized Receipts must be submitted for all expenses within 30 days of occurrence**

1. **Does the relocation meet the Distance Test?** Your relocation will meet the distance test if your new main job location is at least 50 miles farther from your former home than your old main job was from your former home address.

Worksheet for meeting the distance test:

* Distance from former residence to new main job location \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Distance from former residence to old main job location \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Subtract line 2 from line 1 to see if 50 mile test is met \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Yes \_\_\_\_\_ No \_\_\_\_\_**

1. **Qualified Relocation Expenses**: List only travel and lodging for employee and family while relocating from old home to new home, reimbursed automobile mileage at appropriate rate per Publication 521, and transportation and temporary storage of household goods and personal effects. Do not include meals or temporary living costs at the new location.

**Payments of Qualified Relocation Expenses made directly to third parties** **by The University of Montana** (i.e. moving companies, airlines, or hotels) are not taxable income, and are not reported on the Form W-2.

 **Paid by UM Paid by UM**

 **Vendor Name Doc # Purchase Order Pro Card**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Nonqualified Relocation Expenses:** List all other relocation expenses to be paid directly to the employee or to a third party. Include temporary living costs, house hunting costs, the costs of selling or buying homes, all meals and food, the cost of breaking a lease, and automobile mileage in excess of the appropriate rate per Publication 521.

 **To be Paid Reimburse to**

 **Vendor Name, EIN#, Address by UM Employee**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Submitted receipts will be reviewed for taxable accuracy. Any discrepancies will be reviewed with employee.**

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Officer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_