

OHIO CONFERENCE OF SEVENTH-DAY ADVENTISTS

MOVING EXPENSE REPORT

WELCOME TO THE OHIO CONFERENCE! Complete this form in order to receive correct reimbursement for your move (processed through payroll). Attach receipts when indicated.

EMPLOYEE NAME: _____ MOVE DATE: _____ ?

MILEAGE EXPENSE

CODE 10501 @\$.50/mi (taxable)

AUTOMOBILE #1	# miles X .50/mile	
AUTOMOBILE #2	# miles X .50/mile	
TOLL ROAD FEES	Attach Receipts	
TOTAL		

LODGING EXPENSE

CODE 10503 (taxable)

DATE	MOTEL / HOTEL	AMOUNTS
TOTAL		

MEAL ALLOWANCE

CODE 10502 (taxable)

1 DAY FOR LOADING	1 DAY FOR EACH 500 MILES TRAVELED ?	
1 DAY FOR UNLOADING	1 DAY FOR UNPACKING	
SINGLE EMPLOYEE	\$ 60.00 per day	
SPOUSE	\$ 60.00 per day	
CHILDREN	\$ 29.00 per day per child	
TOTAL		

FURNITURE EXPENSE

CODE 10500 (taxable)

SELF-MOVE FURNITURE MOVING EXPENSE		AMOUNTS
TRUCK RENTAL/ SHIPPING CONTAINER (attach receipt)		
PADS, DOLLIES (attach receipt)		
GAS FOR TRUCK & TOLL ROAD FEES (attach receipt)		
LICENSE & REGISTRATION FEES (attach receipt)		
OTHER _____ (attach receipt)		
	TOTAL	

MOVING ALLOWANCE

CODE 10510 (taxable)

FLAT ALLOWANCE: \$1,820			
SELF-MOVE (TRUCK):	0-500 Miles (\$1,000)	501-1000 Miles (\$1,500)	
?	1001-1500 Mi. (\$2,000)	Over 1,500 Mi. (\$2,500)	
SELF-MOVE (CONTAINER):	0-500 Miles (\$750)	501-1000 Miles (\$1,000)	
?	1001-1500 Mi. (\$1,500)	Over 1,500 Mi. (\$2,000)	
TOTAL			

FOR PAYROLL USE ONLY

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MOVING EXPENSE REPORT

MOVING TAX ALLOWANCE

CODE 10618 (taxable)

TOTAL CODES (10501, 10503, 10502, 10500)

35% TAX ALLOWANCE

REPORT TOTALS

MILEAGE EXPENSE (Code 10501)

LODGING EXPENSE (Code 10503)

MEAL ALLOWANCE (Code 10502)

FURNITURE EXPENSE (Code 10500)

MOVING ALLOWANCE (Code 10510)

MOVING TAX ALLOWANCE (Code 10618)

TOTAL