



**NEW EMPLOYEE MOVING EXPENSE REIMBURSEMENT REQUEST**

Name PSU ID Address (new)	Address (moving from)		
Title	PSU Department	Contact Name	Phone No.

- Under section 11048(a) of the new tax laws, Tax Cuts and Jobs Act, the exclusion from gross income for qualified moving expenses is suspended for tax years 2018-2025. Effective January 1, 2018 all reimbursements related to Moving and Relocation will be 100% tax reportable. Any reimbursements paid to, or on the behalf of a new employee will be reported to HR/Payroll on a monthly basis to be included as wages.

Date	NON-DEDUCTIBLE EXPENSE (TAXABLE)	Amount
<b>GRAND TOTAL:</b>		

**MOVING EXPENSE ALLOWANCE \$ \_\_\_\_\_** (attach contract or letter of offer, and reimbursement should not exceed this amount)

Index Code	Account Code	Activity Code	Payment Amount	Index Code	Account Code	Activity Code	Payment Amount
	10780				10780		
	10780				10780		
	10780				10780		

EMPLOYEE CERTIFICATION	
<p>I certify that the expenses itemized above have been incurred in the performance of my official duties, and that the charges therefore are just and that no part thereof has been heretofore paid.</p> <p>I understand that 100% of my moving expense reimbursement will be reported on my annual w-2 Wage and Tax Statement and taxes withheld on 100% of my reimbursement per new tax laws.</p>	
<p>_____ Claimant's Signature</p>	<p>_____ Date</p>
<p>I certify that the expenses itemized above have been reviewed by me and are accurate, allowable, and appropriate, it is within my budgetary authority to approve this expense report.</p>	
<p>_____ Department Approval</p>	<p>_____ Date</p>
<p>_____ Print Name &amp; Title - REQUIRED</p>	

Human Resources Use Only	For CAS Use Only	University Financial Services Audit Approval
Account Code: 10780-FMN \$ _____		<p>_____ Signature</p> <p>_____ Date</p> <p>_____ Print Name &amp; Title - REQUIRED</p>