

**Princeton University  
Employee Moving Expense Information**

Note: Federal income tax rules require certain reimbursements to be reported as taxable income to the recipient. Employees seeking reimbursement of moving expenses incurred in connection with a relocation to the Princeton area must complete the employee column of this form and attach it, with original invoices, to a University travel voucher. Amounts paid to third parties will be added by the Office of the Controller and the total amounts forwarded to the Payroll Office for year-end reporting purposes.

Type of Expense	Amount Paid to Employee	Amount Paid to Third Party	Total
* 1. Transportation cost to move household goods and personal effects			
* 2. Travel and lodging expense in moving from old to new residence (excluding meals).			
* <b>3. Subtotal Lines 1 and 2</b>			
** 4. Pre-move travel, meal and lodging expenses in looking for a new residence after obtaining employment.			
** 5. Temporary living costs, including meals in new location or area, after obtaining employment.			
** 6. Expenses of selling, buying, or leasing the old or new residence.			
** 7. All other payments (specify on attachment)			
** <b>8. Subtotal Lines 4 to 7</b>			
9. Total moving expense payments. <b>Add lines 3 and 8</b>			

\* Will **not** be includable as taxable income if the distance test is met (please fill in the blanks):

Old home to new job location		miles
Less: Old home to old job location	_____	miles
Excess-must be at least 50 miles	_____	miles

\*\* Includable as taxable income—total amount will be forwarded to Payroll Department for inclusion on employee's Form W-2.

**Employee Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
 (Please Print)

**Soc Sec No:** \_\_\_\_\_

**Dept:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_