

[\* = Required]

This form should be attached to the KFS Disbursement Voucher (TEV) document or in MyTravel as proof of the traveler's certification and department head approval.

*Traveler Name:	*Employee Position:
*Address:	*Title Code:
*City, ST Zip:	*Approval Authority:
*Origin Home Base:	*Trip Dates:
*Immediate Family Members Traveling:	*Briefly describe the traveler's itinerary:

FAU: Chart: Account: Sub-account: Object: Sub-Object: Project:

Other Related Expenses: (Enter "None" if there are no related expenses)	*Date	*Description (select from dropdown)	*Cost
Household Freight Doc #: \$			
Professional Library Doc #: \$			
Other Related Report #: \$			
Private Car Mileage: X \$.17/mi = Reimbursements for academic appointments are allowable at 50% of actual.			

I CERTIFY THAT THE ABOVE IS A TRUE STATEMENT, THAT THE EXPENSES CLAIMED WERE INCURRED BY ME DURING RELOCATION OR HOUSE HUNTING ON THE DATES SHOWN, AND THAT I HAVE ATTACHED ALL ORIGINAL RECEIPTS FOR EACH EXPENSE, AS REQUIRED BY UNIVERSITY POLICY.	Comments:
Traveler Signature _____ Date _____	

Department Approval Signature _____ Date _____	Dean Signature (For academic appointments) _____ Date _____
Department Approval - Print Name & Title _____	Dean - Print Name _____

*Prepared By Name:	*Email:	
Include all applicable supporting documentation in KFS document: All Required Receipts Map with Mile Calculation OANDA.com Currency Converter Reimbursement excerpt from Offer Letter Price Comparisons Letter of Exception This form with all appropriate approvals Portion to be reimbursed by Office of the Provost in accordance with 560 & 561	Total Reimbursement Expenses \$	
	Non-Reimbursable Expenses \$	
	Total Reimbursement Due \$	
	<i>Accounting office use only:</i>	
	Household Freight \$	
	Professional Library Freight \$	
	Related Reports \$	
	Total Relocation \$	
	Total Taxable Amount \$	
	Total Non-Taxable Amount \$	