**CHICAGO ONE CARD**

**MOVING EXPENSE REPORTING FORM**

**SECTION A - DISTANCE TEST** (Complete this section for each reimbursement request.)

<table>
<thead>
<tr>
<th>Employee Name: _______________________________</th>
<th>Social Security #: __________________________</th>
</tr>
</thead>
</table>

**Purpose:** To record moving expenses that were charged to a Chicago One Card. Use this form to record moving expenses of benefit-eligible, permanent employees relocating to the University of Chicago to accept a position. This form does not apply to visiting academic personnel who have appointments of one year or less: such visitors are considered to be in travel status, and reimbursements for living and travel expenses should be processed via travel expense vouchers. Under the Internal Revenue Code, the reimbursement of moving expenses is taxable income to the employee except that, where the move meets the Distance Test, the expenses listed under categories 1 and 2, below, are deductible from income.

**Distance 1**

*Old residence to new place of work* _______ miles

**Distance 2**

*Old residence to old place of work* _______ miles

**Distance 3**

Subtract Distance 2 from Distance 1, _______ miles *

* If the result is 50 miles or more, then reimbursements for categories 1 and 2, below, are deductible from income.

**NOTE:** Employees with no former place of work, enter -0-.

**SECTION B - USE THIS SECTION TO RECORD EACH EXPENSE CATEGORY AMOUNT**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transportation and storage (van line charges) of household goods and personal effects</td>
<td></td>
</tr>
<tr>
<td>2. Travel and lodging expenses not including meals (during FINAL MOVE ONLY)</td>
<td></td>
</tr>
<tr>
<td>☒ SUBTOTAL--NONTAXABLE EXPENSES (Items 1 and 2)</td>
<td></td>
</tr>
<tr>
<td>3. Travel and Lodging Expenses not related to final move (taxable) For example, pre-move house hunting, personal visit’s back to former residence</td>
<td></td>
</tr>
<tr>
<td>4. Meal Expenses (always taxable, even if related to final move)</td>
<td></td>
</tr>
<tr>
<td>5. Other Moving Related Expenses (please attach an itemized list)</td>
<td></td>
</tr>
<tr>
<td>☒ SUBTOTAL--TAXABLE EXPENSES (Items 3, 4, 5)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CHARGED TO CHICAGO ONE CARD STATEMENT DATED:**

<table>
<thead>
<tr>
<th>REQUESTED BY: NAME</th>
<th>PHONE</th>
<th>DÉPARTEMENT NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>AUTHORIZED BY: TYPE OR PRINT NAME</th>
<th>DATE</th>
<th>AUTHORIZED SIGNATURE</th>
<th>SIG AUTH number</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Administrator Name: __________________________

Phone Number: __________________________

Date: __________________________

**PAYROLL USE ONLY: DEDUCTIBLE ITEMS, SYSTEM 002 SCREEN 008**

Approved by: __________________________

Processed By: __________________________

Date: __________________________

Chicago One Card Moving Expense Reporting Form 9/02