

## Department of Administrative Services

### RELOCATION EXPENSE RECAP

Employee's Name \_\_\_\_\_ Claim No. \_\_\_\_\_  
 Vendor Cust No. \_\_\_\_\_ Claim Date \_\_\_\_\_

**Section 1 - For expenses paid through I/3**

1. Key a TP document in I/3 for move pay paid directly to a 3rd party
2. Key a One time payment > Relocation -(Imputed Income) in Workday to record this payment as taxable income to the employee

Transportation expense moving household goods to employee	2572	
<b>Section 1 - Total*</b>		

**Section 2 - For expenses paid through Payroll**

1. Key CDE in I/3
2. Key a One Time payment > Relocation (reimbursement) in Workday to pay the employee for out of pocket expenses

Transportation expense moving household goods to employee	2571	
Travel ( _____ cents) & Lodging move old to new - to employee	2573	
Mileage > _____ cents paid to employee move old to new residence	2575	
Pre-move travel & lodging paid to employee	2577	
Temporary living - not meals	2579	
Expense of buying/selling a house	2580	
Other payments made ot employee	2581	
Meal Expense moving from old to new - paid to employee	2583	
Pre-move meal expense paid to employee	2585	
Meal Expense - temporary living expense	2587	
Storage Charges - 30 Days	2588	
Transportation expense moving household goods to employee	2589	
Transportation expense moving household goods to 3rd Party	2590	
Travel & Lodging move old to new to employee	2591	
Real Estate Commission	2593	
Mortgage Interest Differential	2594	
Market Value Differential	2595	
Income Tax Assistance Payment	2596	
<b>Section 2 - Total*</b>		

<b>Amount taxable to employee - Sections 1 and 2</b>	<b>TOTAL</b>	
--	--------------	--

\*Totals from Section 1 & 2, taxable to Federal & State, will flow to W-2 buckets; 1-Fed, 3-FICA, 5 -FICA, and 16-State