

Department of Administrative Services
RELOCATION EXPENSE RECAP

Employee's Name _____

Doc No. _____

Vendor Cust No. _____

Doc 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 P1 #319 - Imputed pay/deduction in HRIS to record this payment taxable to employee***

Transportation expense moving household goods to 3rd Party 2572 _____

Section 1 Total* \$ _____

Section 2 - For Expenses Paid through Payroll

1. Key CDE in I/3
2. Key a P1 #844 - Move pay in HRIS
 - Transportation expense moving household goods to employee
 - Travel (_____cents) & Lodging move old to new - to employee

2571 _____

2573 _____

Section 2 Total* \$ _____

Section 3 - For expenses paid through Payroll

1. Key CDE in I/3
2. Key a P1 #844 - Move pay in HRIS
 - Transportation expense moving household goods to employee
 - Transportation expense moving household goods to 3rd Party
 - Mileage >_____ cents paid to employee move old to new residence
 - Travel & Lodging move old to new to employee
 - Meal Expense moving from old to new - paid to employee
 - Pre-move travel & lodging paid to employee
 - Pre-move meal expense paid to employee
 - Temporary living - Not meals
 - Meal Expense - Temporary living expense
 - Expense of buying/selling a house
 - Real Estate Commission
 - Storage Charges - 30 Days
 - Other payments made to employee
 - Mortgage Interest Differential
 - Market Value Differential
 - Income Tax Assistance Payment

2589 _____

2590 _____

2575 _____

2591 _____

2583 _____

2577 _____

2585 _____

2579 _____

2587 _____

2580 _____

2593 _____

2588 _____

2581 _____

2594 _____

2595 _____

2596 _____

Section 3 Total \$** _____

Paid on Payroll - Sections 2 and 3 \$ _____

1. Key P1 #844 - Move Pay, enter on P1 total reimbursement from Sections 2 & 3

Total amount taxable to employee - Sections 1, 2 and 3 \$ _____

*Totals from Section 1 & 2 are only taxable to Federal and will flow to W2 fields: 1-Fed, 3-FICA, 5-FICA

**Totals from Section 3 will flow to W2 fields: 1- Fed, 3-FICA, 5-FICA, and 16-State

***Department will need to key a P1 #319 - Imputed pay/deduct to record the amount from section 1 as taxable income to the employee:

- On P1 #319, enter the amount of Section 1 on pages 1 and 2 of the P1 with the pay period to deduct = 4
- An additional P1 #319 will need to be keyed in the following pay period to zero out the amounts on pages 1 and 2 with a pay period to deduct = 0
- SAE will key a follow up P1 for the amount in Section 1 and 2 of this form