

**Department of Administrative Services  
RELOCATION EXPENSE RECAP**

*This is a **SAMPLE** only – An original of this form is required & available from DAS-SAE.*

**Employee's Name** \_\_\_\_\_

**Employee Vendor No.** \_\_\_\_\_

**Claim No.** \_\_\_\_\_

**Claim Date** \_\_\_\_\_

	Non-Withholding Object Codes	Reimbursement on Travel Claim	Withholding Object Codes	Reimburse on Payroll
Transportation expense moving household goods pd to employee	2571	_____	2589	_____
Transportation expense moving household goods pd to 3 <sup>rd</sup> party	2572	_____	2590	_____
Travel ( __ cents) & Lodging move old to new – to employee	2573	_____		_____
Mileage > __ cents pd to employee move old to new residence		_____	2575	_____
Travel & Lodging move old to new to employee		_____	2591	_____
Meal Expense moving from old to new – paid to employee		_____		_____
Pre-move travel & lodging paid to employee		_____	2577	_____
Pre-move meal expense paid to employee		_____	2585	_____
Temporary living – not meals		_____	2579	_____
Meal Expense temporary living expense		_____	2587	_____
Expense of buying/selling a home		_____	2580	_____
Real Estate Commission		_____	2593	_____
Storage charges		_____	2588	_____
Other payments made to employee		_____	2581	_____
Mortgage Interest Differential		_____	2594	_____
Market Value Differential		_____	2595	_____
Income Tax Assistance Payment		_____	2596	_____

**SAMPLE**

TOTAL REIMBURSEMENT \$ \_\_\_\_\_

Paid on Moving Claim \$ \_\_\_\_\_

Paid on Payroll \$ \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_  
(DAS – SAE)

**DATE APPROVED:** \_\_\_\_\_