CORPORATE MOVE EXPENSE PAYROLL REPORTING TEMPLATE

Relocation Compensation and Tax Reporting Record

EMPLOYEE NAME:

EMPLOYEE ID:

DEPARTMENT / COST CENTER:

PAY PERIOD ENDING:

ORIGIN LOCATION:

DESTINATION LOCATION:

RELOCATION DATE:

CODE	EXPENSE DESCRIPTION	TAXABLE (Y/N)	REIMBURSED TO EMPLOYEE	PAID DIRECTLY TO VENDOR
M01	Household Goods Shipping & Storage			
M02	Final Travel Airfare / Mileage			
M03	Final Travel Lodging			
M04	Temporary Housing Accommodations			
M05	House Hunting Trips			
M06	Meal Allowances			
M07	Lease Cancellation Fees			
M08	Miscellaneous Relocation Allowance			
M09	Real Estate Sale/Purchase Expenses			
M10	Other:			
	Total Relocation Expenses:			

PAYROLL PROCESSING & TAX SUMMARY

TOTAL TAXABLE AMOUNT:

TOTAL NON-TAXABLE AMOUNT:

GROSS-UP REQUIRED? (Y/N):

GROSS-UP TAX AMOUNT:

TOTAL ADDITION TO GROSS PAY:

EMPLOYEE SIGNATURE

Date:

HR / RELOCATION SPECIALIST

Date:

PAYROLL DEPARTMENT APPROVAL

Date: