Staff Relocation Expense Payroll Settlement

Employee Name:

Employee ID:

Department:

Pay Period:

Relocation Date:

Relocation Route:

Expense Category	Total Amount	Company Paid (Direct)	Employee Paid (Reimburse)
1. Moving & Transportation			
Household Goods Shipping			
Storage Charges			
Travel to New Location (Air/Train/Auto)			
2. Temporary Living & Housing			
Temporary Lodging			
Meals & Incidentals			
Home Finding Trip Expenses			
3. Other Relocation Costs			
Lease Cancellation Fees			
Miscellaneous Relocation Allowance			
Other:			
Total Expenses			

Payroll Settlement Calculations	
Total Employee Reimbursable Amount (from table above)	
Taxable Relocation Benefit Amount (to be added to gross pay)	
Non-Taxable Relocation Benefit Amount	

Payroll Settlement Calculations	
Net Relocation Payment to Employee via Payroll	

Comments / Payroll Processing Notes:

Employee Signature / Date

HR Reviewer Signature / Date

Payroll Approval Signature / Date