

COMPANY MOVING BUDGET & EXPENSE TEMPLATE

EMPLOYEE NAME

RELOCATION DATE

DEPARTMENT

ORIGIN CITY/STATE

MANAGER/APPROVER

DESTINATION CITY/STATE

EXPENSE SUMMARY

Category	Budgeted	Actual	Variance
Pre-Move Expenses (House Hunting, Travel)			
Transportation & Moving Services (Goods)			
Final Travel & Transit (Employee/Family)			
Temporary Lodging & Storage			
Other / Miscellaneous Fees			
Total Relocation Expenses			

ITEMIZED EXPENSE LOG

[illegible]

Date	Description / Vendor	Category	Receipt (Y/N)	Budgeted	Actual
Total					
EMPLOYEE SIGNATURE & DATE					
AUTHORIZED APPROVER SIGNATURE & DATE					