

## NEW MEXICO TECH EMPLOYEE MOVING EXPENSES REIMBURSEMENT WORKSHEET

This worksheet must be completed and signed and all supporting documentation included before reimbursement can be made. The total reimbursement cannot exceed the maximum allowance stated in the offer of employment letter. Any items marked with an asterisk (\*) must include attached receipts with this form.

### **DEDUCTIBLE EXPENSES TO BE REIMBURSED**

Total DEDUCTIBLE EXPENSES reimbursement will be included on employee's W-2 in box 13.

#### Transportation of household goods and personal effects:

Truck rental (self-serve rental)\* \$ \_\_\_\_\_  
Professional moving service\* \$ \_\_\_\_\_

#### Travel and Lodging

No. of Travlers (employee and dependents): \_\_\_\_\_ /2 = **0** (round to whole #)  
Number of days traveled - 2 days maximum  
(1 day = 350 miles traveld in 24-hour period)  
Daily expense allowance x \$ 75.00  
Total travel/lodging expense = \$ \_\_\_\_\_

What is your point of origin?

List the service or website used to determine the most direct route from your point of origin to New Mexico Tech

Number of miles traved \_\_\_\_\_ x \$0.10 per mile = \$ \_\_\_\_\_

#### Miscellaneous

Parking/toll fees paid while in transit (subject to 30-day limit)\* \$ \_\_\_\_\_  
Storage of household goods & personal effects (subject to 30-day limit)\* \$ \_\_\_\_\_  
Automobile shipping costs\* \$ \_\_\_\_\_

TOTAL DEDUCTIBLE EXPENSES \$ \_\_\_\_\_

### **NONDEDUCTIBLE EXPENSES TO BE REIMBURSED**

Total nondeductible expense reimbursement will be included on employee's W-2 in box 1 - taxes will be withheld at approximately 42%.

Meals while in transit (use *Daily Expense Chart*)  
Mileage (same as above) **0** x \$0.15 per mile = \$ \_\_\_\_\_  
Temporary housing/lodging expense \* \$ \_\_\_\_\_

(lodging in excess of that above or lodging described in the NMT moving expense policy)

House hunting trip (use daily expense guidelines)

Lodging \$ \_\_\_\_\_  
Transportation \$ \_\_\_\_\_  
Mileage \_\_\_\_\_ x \$0.25 per mile = \$ \_\_\_\_\_  
Meal allowance \$ \_\_\_\_\_

TOTAL HOUSE HUNTING TRIP \$ \_\_\_\_\_

TOTAL NONDEDUCTIBLE EXPENSES \$ \_\_\_\_\_

**TOTAL DEDUCTIBLE AND NONDEDUCTIBLE EXPENSES \$ \_\_\_\_\_**

### **EMPLOYEE CERTIFICATION**

I understand that both deductible and nondeductible moving expenses will be reported on my annual W-2 form. I also certify that the above statement of expenses is true and correct.

Signature of employee requesting reimbursement

Date