

Instructions: This form must be signed and submitted each time an Expense Report is created for reimbursement or payment of employee moving/relocation expenses. To ensure the form calculates properly, please reset the form prior to use or if changes are made to the distance test or 39 week answers below.

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If you make changes to the answers in this section or the expenses below, please click the **Green Clear Button**. The form will not calculate correctly unless cleared.

Please review these definitions which will help classify the moving expense purpose reported on this form. Once you choose the purpose for the expense below, the field to enter the amount will be activated. Trips for business purposes are not reportable.

- Primary Move:** The initial or primary move from the previous location to the new location.
- House-hunting:** Trips reimbursed for the purpose of finding a residence at the new location.

Grand Total:

Reimbursement Total:

Comments:

I certify the expenses above were incurred by me while moving and relocating at the request of the University of North Georgia.

Employee Signature: _____

Dept. Head Signature : _____

Date: _____

Date: _____

AVP for HR/Risk/Compliance Signature: _____

Date Approved: _____

Accessibility Statement

UNG is committed to ensuring that this Web site is accessible to everyone. If you have any questions or suggestions regarding the accessibility of this site, please contact us, as we are continually striving to improve the experience for all visitors.