



House Hunting Expense Form

OR

Moving Expense Form

Employee Name	Departing From
Employee ID	Date of Departure
Employment Start Date	Date of Arrival
Department	Index
<input type="checkbox"/> Direct Deposit OR <input type="checkbox"/> Mail Check	Name(s) of others on trip

		SUN	MON	TUES	WEDS	THURS	FRI	SAT	TOTAL
	Date >>								
Breakfast	\$10								
Lunch	\$14								
Dinner	\$27								
Meals Total									
Lodging									
Airline Tickets									
Taxis									
Tolls/Parking									
Moving Costs									
Car Rental/Gas									
Other*									
(*Explain on receipt or memo)									
EXPENSES >>									

PERSONAL CAR EXPENSES					SUMMARY	
Click here for distances from Houghton						
From	To	Miles	Rate	Amount		
Total					Total Expenses	

CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for University purposes as allowed by University policies and procedures. No reimbursement has been received or is anticipated from any third party and, if received, will be immediately forwarded to the University. I UNDERSTAND THAT EXPENSES WILL BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL, AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

Signature of Traveler	Date	Signature of Department Chair or Higher	Date
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Prepared by