

**RESEARCH CORPORATION
OF THE UNIVERSITY OF HAWAII
EMPLOYEE RELOCATION ALLOWANCE
WORKSHEET FOR W-2 REPORTING
OF MOVING EXPENSES**

CAMPUS: _____
DATE: ____/____/____
(MM / DD / YY)

DOC No. _____

Appointee's Name _____
(Last Name, First Name, Middle Initial)
SS # _____ DEPARTMENT _____

APPOINTEE'S TITLE: _____

APPOINTMENT DATE: _____ DATE DEPARTED: _____ DATE ARRIVED: _____

ADDRESS FROM WHICH RELOCATED _____
(Street Address, City, State, Zip Code)

Deductible Moving Expenses (Reportable/Non taxable)

- | | | |
|---|----------|----------|
| 1. Transportation and lodging expenses to new residence | | \$ _____ |
| (including those incurred on the arrival date) | | |
| Airfare (total) | \$ _____ | |
| Mileage (____ miles x ____ = Fed rate) | \$ _____ | |
| Lodging | \$ _____ | |
| Taxi | \$ _____ | |
| _____ | \$ _____ | |
| 2. Moving expenses for household goods and personal effects | | \$ _____ |
| Shipping | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |

SUB-TOTAL DEDUCTIBLE MOVING EXPENSES \$ _____
(these amounts will be reported as non-taxable moving expenses in the pay period processed and identified with a code P on your IRS Form W-2)

Non Deductible Moving Expenses (Reportable/Taxable)

- | | |
|--|----------|
| 1. Mileage (____ miles x ____ = B.U. rate less Fed rate) | \$ _____ |
| 2. Meal expenses | \$ _____ |
| 3. Pre-move house hunting expenses | \$ _____ |
| 4. Temporary living expenses | \$ _____ |
| 5. Expenses of selling or leasing old residence | \$ _____ |
| 6. Expenses of purchasing or leasing new residence | \$ _____ |
| 7. Others: _____ | \$ _____ |
| _____ | \$ _____ |

SUB-TOTAL NON-DEDUCTIBLE MOVING EXPENSES (T) \$ _____
(these amounts will be included in your gross earnings in the pay period processed, identified with a code T on your IRS Form W-2, and Federal, State, FICA, & Medicare withholdings deducted.)

TOTAL REIMBURSEMENT \$ _____

Note to Appointee: This form provides you the information you need to calculate your moving expense deduction. It shows the amount of any reimbursement made to you. This form is not a verification of your moving expenses. It only shows the amounts your employer reimbursed you for your move. These amounts may differ from the amounts you actually spent.