

Rocky Mountain Conference

— Pre-Move and Move Expense Report

2520 S Downing Street

Denver CO 80210

303 733-3771 • 303 927-6045 fax

Please complete the following and return to the Treasury Department of the Rocky Mountain Conference. Attach original itemized receipts. *Reimbursement cannot be made from Xerox copies or generalized credit card receipts.*

Name: _____

Address: _____

Street or P.O. Box

City

State

Zip

Home Phone: _____ Work Phone: _____

PRE-MOVE - (Taxable Income)

Per Diems and reimbursements will be provided for up to 7 nights on a pre-move/house hunting trip.

Airline (Actual airline ticket receipt stubs required).....	\$ _____	
Airport Parking (Ticket stubs).....	\$ _____	
Car Rental (Rental agreement and gas receipts).....	\$ _____	
Motel (Original itemized receipt required – Long distance phone calls, movies, room service at your own expense).....	\$ _____	
Mileage - \$00.40 per mile x _____ miles	\$ _____	
Per Diem Single - \$50.00 per day x _____ days.....	\$ _____	
Couple - \$75.00 per day x _____ days.....	\$ _____	
TOTAL	\$ _____	10512

MOVE - (Taxable Income)

IMPORTANT NOTE: "Under the Tax Cuts and Jobs Act of 2017, the personal deduction for relocation expenses and the exclusion from income of employer-paid relocation expenses are suspended from January 1, 2018 through December 31, 2025. As a result, all moving expenses incurred on or after January 1, 2018, whether reimbursed to an individual or paid to a vendor on behalf of an individual, are taxable income to the individual."

Motel Original Itemized Receipt <u>Required</u> —phone calls, movies, room service is your expense	\$ _____	10503
Mileage \$00.40 per mile x _____ miles (10501)	\$ _____	
<input type="checkbox"/> One Vehicle <input type="checkbox"/> Two Vehicles (100% mileage—maximum two vehicles)	\$ _____	
Per Diem Single - \$50.00 per day x _____ days.....	\$ _____	10502
Couple - \$75.00 per day x _____ days.....	\$ _____	10502
_____ Children - \$25.00 per day per child x _____ days.....	\$ _____	10502
Moving Allowance - Employee \$750 (effective July 1, 2018).....	\$ _____	10510
Moving Allowance - Spouse \$750 (effective July 1, 2018).....	\$ _____	10510
Self-Move Conference pays Employee a 90% lump sum of the cost of a professional mover. Employee pays for a truck and all moving expenses out of this percent. DO NOT CLAIM U-HAUL EXPENSE IN A SELF MOVE!	\$ _____	10500
U-HAUL Rental (Actual receipt) Ineligible to claim in a self-move	\$ _____	10504
U-Haul Receipts (Gas, oil, etc) Ineligible to claim in a self-move	\$ _____	10504
TOTAL	\$ _____	

For Office Use Only

Total Reimbursement for Employee	\$ _____
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Approved by: _____ Date _____

Signature of Officer or Departmental Director