RESET FORM

FMIS - 17A
Revised 09/08/05

EMPLOYEE RELOCATION ALLOWANCE WORKSHEET FOR W-2 REPORTING OF MOVING EXPENSE

CAMPUS: MA
DATE: 09 / 08 / 05
(MM / DD / YY)

DOC NO. N_____
(from FMIS-17)

Appointee's Name _____ P/R No. _____
(Last Name, First Name, Middle Initial)

UH ID# _____ DEPARTMENT _____

APPOINTEE'S TITLE: _____ RANK _____ B.U. _____

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

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

Deductible Moving Expenses (Reportable/Non taxable, 4891)

1. Transportation and lodging expenses to new residence $ 0.00
   (including those incurred on the arrival date)
   - Airfare (total) $ _____
   - Mileage (____miles x ____ = Fed rate) $ 0.00
   - Lodging $ _____
   - Taxi $ _____
   - _____ $ _____
2. Moving expenses for household goods and personal effects $ 0.00
   - Shipping $ _____
   - _____ $ _____
   - _____ $ _____

SUB-TOTAL DEDUCTIBLE MOVING EXPENSES **4891 (P)** **$ 0.00**
(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, 4892)

1. Mileage (____miles x ____ = B.U. rate less Fed rate) $ 0.00
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 **4892 (T)** **$ 0.00**
(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 **4891 & 4892** **$ 0.00**

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.