

DISB-17A  
(10/16/13)

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

CAMPUS:  
DATE:

PARTIAL

FINAL

E-DOC #:
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APPOINTEE'S NAME:

PAYROLL #:

UH ID #:

DEPARTMENT:

APPOINTEE'S TITLE:

RANK:

B.U.:

APPOINTMENT DATE:

DATE DEPARTED:

DATE ARRIVED:

ADDRESS FROM WHICH RELOCATED:

**DEDUCTIBLE MOVING EXPENSES (REPORTABLE/NONTAXABLE, 4891)**

1. TRANSPORTATION & LODGING EXPENSES TO NEW RESIDENCE  
(Including those incurred on the arrival date)

AIRFARE

MILEAGE ( \_\_\_\_\_ MILES X \$ \_\_\_\_\_ = FED RATE)

LODGING

TAXI

2. MOVING EXPENSES FOR HOUSEHOLD GOODS & PERSONAL EFFECTS

SHIPPING

**TOTAL DEDUCTIBLE MOVING EXPENSES**

(These amounts will be reported as non-taxable moving expenses in the pay period processed & identified with a code "P" on your IRS Form W-2.)

**NON-DEDUCTIBLE MOVING EXPENSES (REPORTABLE/TAXABLE, 4892)**

1. CAR RENTAL AFTER ARRIVAL

2. TEMPORARY HOUSING AFTER ARRIVAL

3. PRE-MOVE HOUSE HUNTING EXPENSES

4. OTHER:

**TOTAL NON-DEDUCTIBLE MOVING EXPENSES**

(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, & Federal, State, FICA, & Medicare withholding deducted.)

**TOTAL REIMBURSEMENT 4891 & 4892**

**MOVING EXPENSES (NONREPORTABLE/NONTAXABLE, 4899)**

DISB-17A submitted for KFS PO #:

and PO Amount:

**NOTE TO APPOINTEE:** This form provides the information you need to calculate your moving expense deduction & shows the amounts your employer reimbursed you for your move. These amounts may differ from the amounts you actually spent.