

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

CAMPUS:
DATE:

PARTIAL

FINAL

E-DOC #:

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

4891 (P)

(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

4892 (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, & 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.