CHICAGO ONE CARD
MOVING EXPENSE REPORTING FORM

SECTION A - DISTANCE TEST (Complete this section for each reimbursement request.)

Employee Name: ________________________________ Social Security #: ______________________

Purpose: To record moving expenses that were charged to a Chicago One Card. Use this form to record moving expenses of benefit-eligible, permanent employees relocating to the University of Chicago to accept a position. This form does not apply to visiting academic personnel who have appointments of one year or less: such visitors are considered to be in travel status, and reimbursements for living and travel expenses should be processed via travel expense vouchers. Under the Internal Revenue Code, the reimbursement of moving expenses is taxable income to the employee except that, where the move meets the Distance Test, the expenses listed under categories □ and □, below, are deductible from income.

Distance 1
Old residence to new place of work _______ miles

Distance 2
Old residence to old place of work _______ miles

Distance 3 Subtract Distance 2 from Distance 1, _______ miles *

* If the result is 50 miles or more, then reimbursements for categories □ and □, below, are deductible from income.

SECTION B - USE THIS SECTION TO RECORD EACH EXPENSE CATEGORY AMOUNT

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Transportation and storage (van line charges) of household goods and personal effects</td>
<td></td>
</tr>
<tr>
<td>2 Travel and lodging expenses not including meals (during FINAL MOVE ONLY)</td>
<td></td>
</tr>
<tr>
<td>☐ SUBTOTAL--NONTAXABLE EXPENSES (Items □ and □)</td>
<td></td>
</tr>
<tr>
<td>1. Travel and Lodging Expenses not related to final move (taxable) For example, pre-move house hunting, personal visit’s back to former residence</td>
<td></td>
</tr>
<tr>
<td>2. Meal Expenses (always taxable, even if related to final move)</td>
<td></td>
</tr>
<tr>
<td>3. Other Moving Related Expenses (please attach an itemized list)</td>
<td></td>
</tr>
<tr>
<td>☐ SUBTOTAL--TAXABLE EXPENSES (Item □, □, □)</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CHARGED TO CHICAGO ONE CARD
STATEMENT DATED: ____________________________

REQUESTED BY: NAME PHONE DEPARTMENT NAME DATE
AUTHORIZED BY: TYPE OR PRINT NAME DATE AUTHORIZED SIGNATURE SIG AUTH number

Administrator Name: ____________________________
Phone Number: ____________________________
Date: ____________________________

PAYROLL USE ONLY: DEDUCTIBLE ITEMS, SYSTEM 002 SCREEN 008

Approved by: ____________________________ Processed By: ____________________________ Date: ____________________________
Chicago One Card Moving Expense Reporting Form 9/02