**REQUEST FOR PARTIAL REIMBURSEMENT OF MOVING EXPENSES**

Eastern Illinois University, Charleston, Illinois

New full-time faculty and administrative and professional employees who move to Coles County from outside the commuting area (50 miles) may be reimbursed for expenses incurred in the actual moving of household goods and personal effects, as follows: **70% of actual cost or $5000 whichever is less, based on receipts.\***

\* The University does not reimburse for food, passenger airline tickets, private auto

mileage, motel expense or for house-hunting trips.

When you have moved to Coles County, please complete and return this form. The check will be processed by our Business Office and mailed to the address below.

Please print or type.

Name of Employee Social Security Number

Local Mailing Address Home Telephone Number

City State Zip EIU Department

The amount of moving expenses reimbursed must be included in your gross income reported to the Internal Revenue Service. This amount may be subject to income and social security tax withholding.

In order to determine whether this reimbursement is subject to tax withholding, you must provide the following information:

1. the number of miles from your **OLD** home to your **NEW** workplace       miles

2. the number of miles from your **OLD** home to your **OLD** workplace       miles

3. subtract line 2 from line 1       miles

 receipts attached for total amount of moving costs = $

 70% of above = $

 amount of reimbursement (maximum of $5000) = $

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Signature Date

**Note:** Submit this form to the appropriate Dean or Director if you have not already requested reimbursement for your expenses. **Please attach receipts.**