

RELOCATION EXPENSE REPORT

NAME			EMPLOYEE NO.			PERIOD OF THIS REPORT FROM TO			T.A. NO.	
1. DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	STATEMENT OF EXPENSE		
2. DATE								22. Total Expense This Report <i>(From Line No. 21)</i>		
3. FROM:								RECEIVED		
TO:								23. Plane Tickets Furnished by Company		
TO:								24. (Deduct) Tickets Returned for Credit ()		
TO:								25. Subtotal Tickets Used (Lines 23-24)		
4. PURPOSE <input type="checkbox"/> 1. Inbound Travel <input type="checkbox"/> 5. Settling-In <input type="checkbox"/> 9. Duplicate Homeowner Allowance <input type="checkbox"/> 2. Shipment of Household Goods <input type="checkbox"/> 6a. Home Acquisition <input type="checkbox"/> 10. Lease Termination <input type="checkbox"/> 3. Storage of Household Goods <input type="checkbox"/> 6b. Home Sale <input type="checkbox"/> 11. Miscellaneous/Other <i>(Explain.)</i> <input type="checkbox"/> 4a. House-Hunting Trip <input type="checkbox"/> 7. Trip(s) Home <input type="checkbox"/> 4b. Spouse's House-Hunting Trip <input type="checkbox"/> 8. Relocation Allowance								26. (Deduct) Total Plane Tickets Purchased by Company ()		
								27. (Deduct) Other Expenses <i>(Explain below.)</i> ()		
								28. BALANCE THIS REPORT		
								29. I certify that the foregoing is a true statement of expense incurred in accordance with Company practice and instructions.		
EXPLANATION								30. REQUESTER'S SIGNATURE DATE		
								31. APPROVED DATE		
								32. SEND CHECK TO		
TRANSPORTATION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL	FURTHER EXPLANATION OF EXPENSES	
5. Plane Tickets										
6. Personal Car										
7. Rental Car										
8. Taxis, Tolls, Parking									33. ACCOUNT CHARGE	
LODGING/PHONE/MEALS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL		
9. Hotel/Motel/Rent										
10. Telephone										
11. M&IE Inbound Travel										
OTHER EXPENSES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL		
12. Household Goods Shipment										
13. Household Storage										
14. Home Acquisition										
15. Home Sale										
16. Relocation Allowance										
17. Lease Termination										
18. Duplicate Homeowner Allowance										
19. M&IE Settling In										
20.										
21. Daily Report Total										