



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 ()	
								25. Subtotal Tickets Used (Lines 23-24)	
								26. (Deduct) Total Plane Tickets Purchased by Company ()	
								27. (Deduct) Other Expenses (<i>Explain below.</i>) ()	
4. PURPOSE								28. BALANCE THIS REPORT	
<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							
EXPLANATION								29. I certify that the foregoing is a true statement of expense incurred in accordance with Company practice and instructions.	
30. REQUESTER'S SIGNATURE						DATE			
31. APPROVED						DATE			
32. SEND CHECK TO									
33. ACCOUNT CHARGE									
FURTHER EXPLANATION OF EXPENSES									
TRANSPORTATION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL	
5. Plane Tickets									
6. Personal Car									
7. Rental Car									
8. Taxis, Tolls, Parking									
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									