



Rice University Relocation Expense Report

Document No. _____

RICE

Employee Name: _____ Employee #: _____

Street or P. O. Box: _____

City, State & Zip Code: _____

Dates

Pre Move Expenses* Includes house hunting trip(s)	Actual Move Expenses
_____ to _____	_____ to _____

Transportation

Airplane, Train or Bus _____

Auto Rental _____

Rented Auto Expenses _____

Taxi or Cab _____

Mileage for use of Personal Car	@ _____ =	@ _____ =
(Contact Disbursements for current mileage rate @ x4812) # of miles	Rate	# of miles Rate
Amount	_____	_____

Lodging

Meals (Reimbursed amount is taxable income)

Amounts paid for Van Lines/Truck Rental

Other

* If applicable, multiple pre-move trips may be combined or submitted on separate forms.

Total Expenses	_____
LESS Advances	_____
Amount to Reimburse	_____

Fund	Orgn	Acct	Prog	Actv	Locn	Amount
Total						

Form Completed by: _____ Ext: _____

I certify that the expenses shown are correct. Approved by: _____ Approved by: _____

Signature _____ Signature _____ Signature _____

Name Printed _____ Date _____ Name Printed _____ Date _____ Name Printed _____ Date _____

Controller's Office Use Only	
Approved by: _____	Date Approved: _____
Taxable Income: _____	Reportable Income: _____

NOTE: RETURN THIS REPORT WITH ORIGINAL RECEIPTS ATTACHED TO TERESA BLUMENTRITT AT MS 75.