

Moving Expense Analysis Worksheet
FY 2015

Table A

DISTANCE TEST WORKSHEET

1) Enter the number of miles from employee's **old home** to employee's new workplace: _____ miles

2) Enter the number of miles from employee's **old home** to employee's old workplace: _____ miles

Difference - Subtract line 2 from line 1. If zero or less, enter -0-. _____ miles

Is Difference at least 50 miles? _____

If "No," all moving expenses are considered to be taxable and should be submitted through Payroll.

Table B

MOVING EXPENSES ANALYSIS WORKSHEET - Taxable

Moving Expenses, personal and travel receipts required unless otherwise stated	Payroll
Meals while enroute from old residence to new residence	
Storage - for 30 days after removal of the goods and personal effects from the old residence and before delivery to the new residence	
House or apartment hunting expenses	
Airfare for family members	
Transportation for the employee and members of household for a single trip exceeding non-taxable rate of .23 cents per mile (taxable mileage can be up to \$0.33 per mile for FY 2015 when travel begins on or after Jan. 1, 2015)	
Mileage Rate _____ \$0.33	
Miles _____	
Total Amount \$0.00	
Other:	
Other:	
Other:	
Other:	
Other:	
Other:	
Other:	

Total for Payroll: _____