

Name: _____ OSU ID#: _____ Date Prepared: _____

Address: _____ Department Contact: _____

_____ Contact Phone: _____

Brief description of move:

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House Hunting

Transportation between new and old location (include dates and # of miles)	

Transportation in vicinity of new location (include dates and # of miles)	

Meals and lodging (includes dates, meal per diem, and lodging per diem)	

Total House Hunting Cost

Moving

Moving and storage of household goods (include dates, vendors, and amounts)	

Lodging and Transportation (include dates, lodging per diem, and # of miles)	

Meals (include dates and meal per diems)	

Total Moving Cost

Temporary Living

Meals and Lodging (include dates, meal per diem, and lodging per diem)

Total Temporary Living

Miscellaneous

Other miscellaneous expenses (include dates and description of expenses)

Total Miscellaneous

Total Relocation Expenses Claimed

Taxable amounts paid through Payroll will be submitted by Business Affairs-FA&A to Central Payroll.
Refer to the [OSU Relocation and Moving FIS Policy - FIS 415](#) for information.

I certify that this claim is true and correct; that no part thereof has been heretofore claimed or will be claimed from any other source.

Claimant's Signature: _____

Date: _____

Budget Authority Approval

I certify that the expenses(s) itemized above have been reviewed and are an accurate, allowable, and appropriate expenditures. It is within my budgetary authority to approve the above expense(s).

Printed Name: _____

Signature: _____

Date: _____

Business Affairs - Financial Accounting & Analysis Use Only

Index Code	Account Code	Activity Code	Payment Amount
	10790 non-taxable via A/P		
	10780 taxable via A/P		
	10217 taxable via Payroll		
Total Payment Amount			

Additional Notes: