

# Relocation Expenses

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HUMAN RESOURCES  
MANAGEMENT

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## Employee Information

First Name	Middle Initial	Last Name
Email Address		

## Taxable Expenses

Please Note: Employers must include relocation expense reimbursements in employees' wages. The new tax law suspends the exclusion for qualified relocation expense reimbursements.

Approved Reimbursement Amount	Account To Be Charged
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## Employee Acknowledgement

I acknowledge that reimbursement of my relocation expense(s) will be treated as imputed taxable income to me, subject to applicable tax withholding from my paycheck(s) and reported on my W-2 tax form for the calendar year incurred.

Signature	Date
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## Approvals

Department Head	Date
Dean (if applicable)	Date
Vice President of Employing Division	Date
Sponsored Programs/Grant Accountant/Title III	Date
Budget Director	Date
Vice President of Administration & Finance	Date
President (if applicable)	Date
Senior Employment Manager	Date
Director of Human Resources	Date

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