

Moving Expense Analysis Worksheet  
FY 2018

**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 - Non-Taxable<sup>1</sup>**

Moving Expenses, personal and travel receipts required unless otherwise stated	Payables
Bill of Lading (Commercial Carrier Documentation) <sup>2</sup>	
Rental truck or trailer	
Fuel (but not repairs) charges for rental truck or vehicle pulling trailer in transit from old residence to new residence (If claiming 24 cents per mile, no receipts are required).	
Mileage Rate <sup>3</sup> _____ \$0.	
Miles _____	
<b>Total Amount \$0.00</b>	
Packing materials such as tape and boxes	
Storage - 30 days or less after removal of the goods and personal effects from the old residence and before delivery to the new residence	
Lodging en route from old residence to new residence	
Transportation for the employee for a single trip (If claiming 24 cents per mile, no receipts are required).	
Mileage Rate <sup>3</sup> _____ \$0.23	
Miles _____	
<b>Total Amount \$0.00</b>	

**Total for Payables:** \_\_\_\_\_

<sup>1</sup>If the expense is not specifically listed on this worksheet, it is considered taxable.

<sup>2</sup>If the move was by a commercial carrier and the moving employee is requesting reimbursement for the expenses, the itemized bill of lading, inventory of contents moved, and 3 bids are required. Limitation on poundage allowed = 12,000 lbs. No moving costs are allowable for automobiles. If the commercial carrier direct bills the University/Department, KUEA can pay the expenses without being subject to these limitations/requirements.

<sup>3</sup>Based State of Kansas Informational Circular 18-A-001; Rate effective for moves on or after July 1, 2017.