

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 - 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 <b>after</b> 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 \$0.17 per mile (taxable mileage can be up to \$0.365 per mile for FY 18).	
Mileage Rate _____ \$0.33	
Miles _____	
<b>Total Amount      \$0.00</b>	
Other:	
Other:	
Other:	
Other:	
Other:	
Other:	
Other:	

**Total for Payroll:** \_\_\_\_\_