

**REQUEST FOR REIMBURSEMENT OF MOVING EXPENSES
(AND/OR MOVING STIPEND AND/OR TEMPORARY LODGING EXPENSES)**

DATE: _____

This is to request approval of a moving stipend and/or reimbursement of moving and/or temporary lodging expenses for the following individual:

Name: _____

Address: _____

Position: _____

Division: _____

Moving Expenses to be Reimbursed (Portions may be taxable as income to claimant):

Actual costs are subject to specified limitations.

Actual costs are subject to specified limitations and a dollar maximum of \$

Temporary Lodging to be Reimbursed (Taxable as income to claimant):

Actual costs are subject to specified limitations.

Actual costs are subject to specified limitations and a dollar maximum of \$

Moving Stipend (Taxable as income to claimant):

A moving stipend to cover non-reimbursable moving costs in the amount of \$

Dean or Division Head Approval

Date

For reimbursement, one copy of this form, with the Dean or Division Head's original signature, must be submitted with the Travel Expense Report.

If you have any questions, call the Travel Office at extension 6651 or email travel@bfs.uwm.edu.

CHECK BOXES ON PAGE TWO TO INDICATE JUSTIFICATION FOR REQUEST.

REQUEST FOR REIMBURSEMENT OF MOVING EXPENSES AND/OR TEMPORARY LODGING

Reimbursement for moving expenses will be made on the basis of the following criteria:

- It is in the best interests of the State to provide reimbursement for moving and travel expenses for an employee reporting to the first place of employment.
- If an employee's skills are in critically short supply, and competing employers are offering reimbursement, then the State will also offer reimbursement.
- If the labor market is very tight for a particular position, then the State will offer reimbursement as an incentive for a candidate's acceptance.
- If the applicant rates above all other certified candidates, then the State will offer reimbursement as an incentive to secure the outstanding candidate.
- If the candidate best qualified for the position is unable to accept for financial reasons, then the State will provide reimbursement.
- Any other reason with is unique or otherwise not covered should be stated below.

Reimbursement for temporary lodging will be made on the basis of the following criteria:

- Circumstances require a person or employee to maintain a household in both the old and new locations.
- Permanent housing in the new work area is temporarily not available.
- Any other reason should be stated below.

This Moving Reimbursement Form must be submitted with the Travel Expense Report (TER) or Miscellaneous Expense Report (MER).