

Westminster College

REIMBURSEMENT VOUCHER FOR STAFF RELOCATION EXPENSES

Authorization is required for reimbursement of staff relocation expenses; the total amount allowable is as noted in your original Appointment. Letter Please complete this form within one week after the completion of your move to the mid-Missouri area. **Attach all appropriate receipts and forward to the Human Resources in the Business Office of Westminster Hall.** Thank you for your assistance.

Requester's Printed Name: _____ **Date:** _____

Department: _____

Move from (city, state): _____

Move to (complete address):

Date of move: _____ to _____

Actual Expenses:

Moving Service:	_____	Self-Move Truck Rental	_____
Shipping Expense	_____	Other	_____
Total Expenses:			\$_____

Signature of Staff Member: _____

Approval:

Approved by Director of HR and Comp: _____
(Signature) (Date)

Total Amount Approved: \$ _____

Charge to Account No: [] 10-5-00-5120-620-00: Staff Recruitment/Relocation Expenses