

MOVING ALLOWANCE REIMBURSEMENT WORKSHEET

Central California Conference of Seventh-day Adventists

Submit completed form with supporting documentation to moving@cccda.org

Name: _____ Telephone: _____

Address: _____

Pre—Move/House Hunting Dates: _____

EXPENSES TO BE REIMBURSED: ALL EXPENSES ARE TAXABLE

MEALS (flat rate per diem): \$44.00, single; \$66.00, couple (when authorized); \$22.00 each child. **Receipts are not required for meals.**

Day	Date	Amount
1		
2		
3		
4		
5		
	Total	

MILEAGE: Thirty-nine cents per mile via most direct route. **Receipts are not required for mileage.**

Day	Date	Total miles
1		
2		
3		
4		
5		
	Total	

LODGING - Report actual expense

Note—receipts must be submitted for reimbursement \$ _____

MOVING ALLOWANCE Employee only, \$650 Employee and Spouse, \$1,300

MOVING TAX LIABILITY RELIEF ALLOWANCE

(Effective for moves starting Sept 1, 2020): 5% of the amount that the Conference pays for the move (with a maximum allowance of \$700)

Leave it blank. Moving Department will calculate this. \$ _____

AUTOMOBILE EXPENSES – Out of State moves only. Provide Receipts

Unamortized license/registration fees from previous state of residence (submit copy of registration), Smog Test, Vehicle License and Registration Fee if registered within 90 days of moving to California (NADWP Y23).

\$ _____

I hereby certify this itemized statement representing a claim for pre-move/house-hunting, per diem, mileage and moving allowance or combination thereof is truthful and accurate. All expenses claimed have not been paid by Central California Conference through direct payments to the vendor or with a Central California Conference credit card and is not a duplicate payment.

Date: _____ Signature _____

OFFICE USE ONLY: Date received _____ Amount to reimburse _____

Supporting documentation received Y N