UCDAVIS
SUPPLY CHAIN MANAGEMENT

MOVING & RELOCATION
TRAVEL EXPENSE VOUCHER

[*= *Required*]
This form should be attached to the KFS Disbursement Voucher (TEV) document or in AggieTravel as proof of the traveler's certification and department head approval.

*Traveler Name:	*Employee Position:
*Address:	*Title Code:
*City, ST Zip:	*Approval Authority:
*Origin Home Base:	*Trip Dates:
*Immediate Family Members Traveling:	*Briefly describe the traveler's itinerary:

FAU: Chart: Account: Sub-account: Object: Sub-Object: Project:

Other Related Expenses: (Enter "None" if there are no related expenses)		*Date	*Description *(select from dropdown)*	*Cost
Household Freight Doc #:	$			
Professional Library Doc #:	$			
Other Related Report #:	$			
Private Car Mileage: X $.20/mi = Reimbursements for academic appointments are allowable at 50% of actual.				

I CERTIFY THAT THE ABOVE IS A TRUE STATEMENT, THAT THE EXPENSES CLAIMED WERE INCURRED BY ME DURING RELOCATION OR HOUSE HUNTING ON THE DATES SHOWN, AND THAT I HAVE ATTACHED ALL ORIGINAL RECEIPTS FOR EACH EXPENSE, AS REQUIRED BY UNIVERSITY POLICY.	Comments:
Traveler Signature Date	
Department Approval Signature Date	**Dean Signature** (For academic appointments) Date
Department Approval – Print Name & Title	**Dean – Print Name**
*Prepared By Name:	*Email:

Include all applicable supporting documentation in KFS document:	Total Reimbursement Expenses	$
All Required Receipts	Non-Reimbursable Expenses	$
Map with Mile Calculation	Total Reimbursement Due	$
OANDA.com Currency Converter	*Accounting office use only:*	
Reimbursement excerpt from Offer Letter	Household Freight	$
Price Comparisons	Professional Library Freight	$
Letter of Exception	Related Reports	$
This form with all appropriate approvals	Total Relocation	$
Portion to be reimbursed by Office of the Provost in accordance with 560 & 561	Total Taxable Amount	$
	Total Non-Taxable Amount	$

Questions? Contact the Travel Help Desk at travelhelp@ucdavis.edu
Form Ver. REL.2019.01.01