

MOVING EXPENSES REIMBURSEMENT FORM

Employee Information					
Employee Name		Hire Date		Workday ID	
Department		Job Title			

Eligibility*	
A. Prior Residence (City, State)	
B. Prior Principal Place of Work (City, State)	
1. Mileage between A & B	
C. New Principal Place of Work (City, State)	
2. Mileage between A & C	
<i>* The distance the new employee would have to commute to Brown from their previous residence, were they not to move (2), must be at least 50 miles greater than the distance of their prior employment required commute (1).</i>	Total must be greater than 50.

Expenses	
Expense Description	Amount
Total Reimbursement	

Before moving expenses can be approved and reimbursed, you are required to review and acknowledge acceptance of Brown University's [Moving Expenses policy \(08.05.08\)](#).

I hereby acknowledge that I have read, and do hereby accept the terms and requirements contained in Brown University's Moving Policy.

Submit this form and all receipts

to: Isabel_Gutierrez1@brown.edu

Employee Signature _____

Date _____