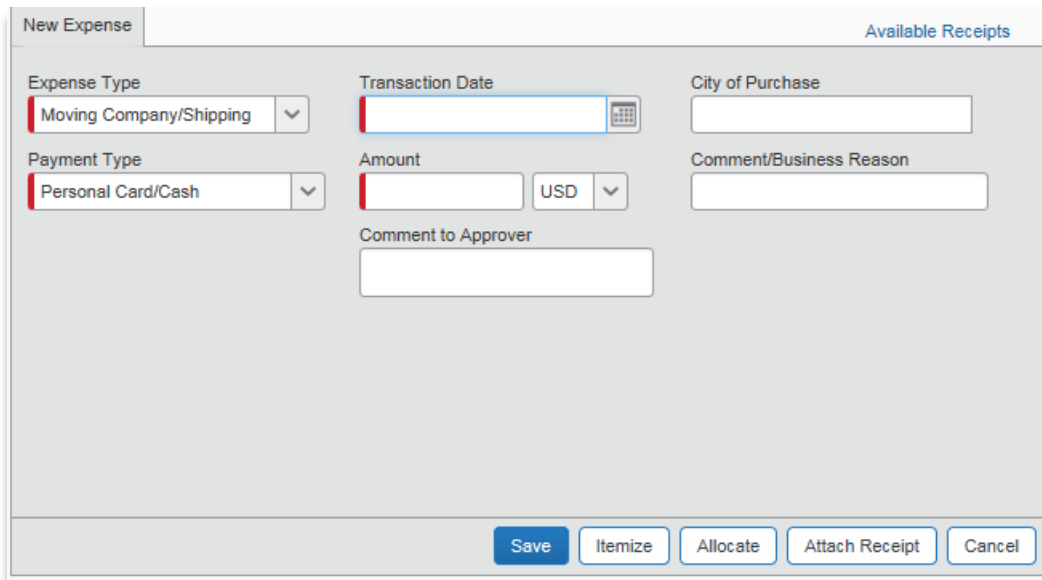## Creating an Expense Report for Relocation Expenses

1. When creating an expense report for relocation, there are two expense types to be aware of:

   a. **Moving Company/Shipping-** Required fields: **Transaction Date**, **Payment Type**, **Amount**.

   Note: If you moving expenses were paid via SLAC direct billing, please DO NOT add the moving costs to your expense report.
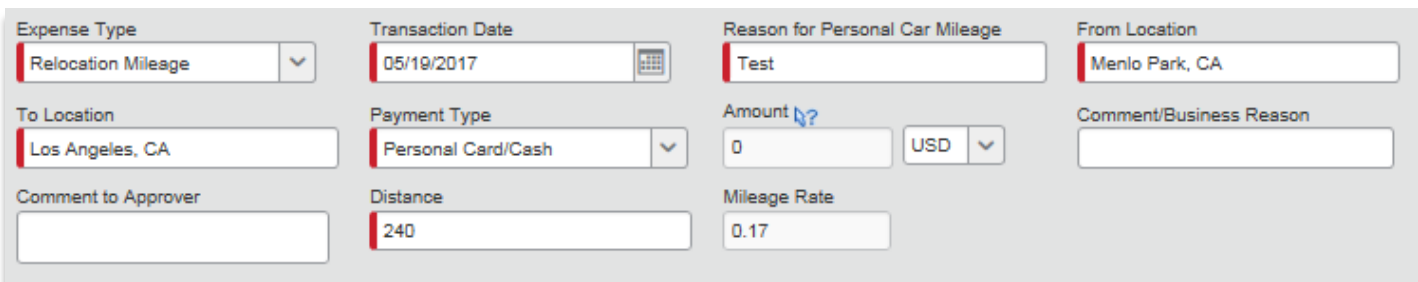

   b. **Relocation Mileage-** Required Fields: **Transaction Date, Reason for Personal Car Mileage, From Location, To Location, Payment Type, Distance.**

      i. Only use this expense if you are traveling by car for your relocation.

      ii. The total amount will be calculated based off of your distance traveled.

      iii. If the amount is over $75, you must **attach** a map (i.e. Google Maps) showing the distance traveled. Attach it by clicking *Attach Receipt* and uploading the map.