



MOVING EXPENSES AGREEMENT

SUBMIT IN ENTIRETY TO HUMAN RESOURCES WITHIN 30 DAYS OF OCCURRENCE

Employee Name:		Position:	
		Department:	
New Physical Address:			
Date of Move:			
Employee Signature:		Date:	

Agreement: FVCC will reimburse Employee up to the agreed upon amount for the transport of household goods to Kalispell, MT. List below qualified relocation expenses of moving companies, moving services, rental moving vehicles and mileage, and transport of household goods and personal effects. Do not include meals, personal vehicle mileage or temporary living costs at the new location. Submitted receipts will be reviewed with Employee for validity. Payment of qualified relocation expenses will be reported on Employee's W-2 as non-taxable income.

	VENDOR	INVOICE #	DATE	AMOUNT
Qualified Relocation Expenses:				
		TOTAL		