

# OUHSC Department Moving Reimbursement Checklist

To be sent to AP:

1. PeopleSoft Voucher Register
2. Original signed Moving Expenses Form
3. Original Form 3 with the following information completed:
  - Name and Employee ID of individual
  - The amount in the upper right hand corner
  - Description of the claim
  - The signature of the claimant should be bottom left hand side of the form
  - Notarized where indicated
  - Signature of supervisor on the bottom right hand side for approval.
4. Original receipts. If the receipts are smaller than an 8 ½x11 sheet of paper, they should be taped down completely to a full sheet of paper.
5. All paperwork should be paper clipped NOT STAPLED.

To be maintained within the department:

1. Copy of the Moving Expenses
2. Copy of the Form 3
3. Copies of all originals being submitted to AP

## **NOTE:**

Moving expenses include pre-move activities, such as house hunting, etc.

If paying a company direct in regards to a move, you must submit the moving form with the payment request.

Moving Expenses Form is a single sheet of paper that can be printed from our Forms page at: [http://www.ouhsc.edu/financialservices/AP/AP\\_Forms.asp](http://www.ouhsc.edu/financialservices/AP/AP_Forms.asp)

For instructions on finding employee vendors searching by employee ID, please see the Vendor Information website at:

[http://www.ouhsc.edu/financialservices/HTML/AP\\_Vendor.htm](http://www.ouhsc.edu/financialservices/HTML/AP_Vendor.htm)