2021 Itemized list of moving expenses for : _____

Section I: Moving Company & out of pocket expenses

(This would include the moving company expenses or truck rental expenses if you moved yourself AND any other supplies needed for the move such as boxes, tape, bubble wrap, etc.)

Vendor Name	Total amount (including tax)	Date of receipt
Total for Section I:		

Section II: Lodging (while en route)

Hotel Name	Total Amount (including tax)	Date of receipt
Total for Section II:		

Section III: Mileage

(16 cents per mile per car from appointment to appointment OR actual out of pocket expense for gas, oil, & insurance)

Purpose (ex. Moved cars to new appointment OR trip to move items to new home)	Total $$ (# of cars x mileage x .16 per mile)	Date of trip

OR

Vendor receipts for gas, oil, & insurance	total of receipts (including tax)	Date of recepts
Total for Section III:		

Grand total for ALL MOVING EXPENSES BEING SUBMITTED		This should match the total on the Itinerate Clergy Moving Expence Requisition.