

P. O. Box 560339  
Charlotte, NC 28256-0339  
704-596-3200 Phone ☐ Fax 704-887-5750

**HOUSE-HUNTING/TEMPORARY HOUSING  
EXPENSE REPORT**

Please Attach Original Receipts for Items with an Asterisk (\*)

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Please Print)  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Date of Trip: \_\_\_\_\_  
Move From: \_\_\_\_\_ To: \_\_\_\_\_

Meals/Per Diem  
\_\_\_\_\_ Days @ \$\_\_\_\_/Day - Single  
\_\_\_\_\_ Days @ \$\_\_\_\_/Day - Family  
\_\_\_\_\_ Days @ \$\_\_\_\_/Day - Single - 1 Meal  
\_\_\_\_\_ Days @ \$\_\_\_\_/Day - Family - 1 Meal \$ \_\_\_\_\_

Travel  
\_\_\_\_\_ Miles @ \$\_\_\_\_/Mile  
\* Tolls \_\_\_\_\_  
\* Parking \_\_\_\_\_  
\* Auto Rental \_\_\_\_\_  
\* Auto Rental Gas \_\_\_\_\_  
\* Air Ticket \_\_\_\_\_  
\* \_\_\_\_\_

Lodging  
\* For Hotels/Motels \_\_\_\_\_  
Lodging with Family/Friends \_\_\_\_\_  
\_\_\_\_\_ Nights @ \$20.00/Night \_\_\_\_\_  
Supply Name: \_\_\_\_\_

Temporary Housing (Must Be Pre-Approved) \_\_\_\_\_

Miscellaneous \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Employee Signature \_\_\_\_\_

Please Note: All house hunting/temporary housing expenses are reported as taxable income.

\*\*\*\*\* For Office Use Only \*\*\*\*\*  
Approval: \_\_\_\_\_ Date: \_\_\_\_\_