

Computation Form for Employee Estimate of Total Relocation Costs and Travel Advances

Name of Employee: _____

Travel Authorization Number: _____

Object Class		Estimate of Costs	Advance Requested	Taxable
		To be completed by:		
		Budget & Fin	Employee	Budget & Fin
213 D	M&IE en route: _____ days @ \$ _____	\$ _____	\$ _____	\$ _____
213D	Lodging en route: _____ days @ \$ _____	\$ _____	\$ _____	\$ _____
213P	Transportation en route: _____ miles @ \$ _____ cents per mile	_____	_____	_____
213C	Commercial Transportation - en route: _____	_____	_____	_____
213V	Perdiem/ Househunting -- Circle 1: CONUS / FIXED / LOCALITY _____ DAYS @ \$ _____	_____	_____	_____
213W	Transportation / Househunting _____ miles @ \$ _____ cents per mile	_____	_____	_____
213C	and/or Air Fare _____	_____	_____	_____
213R	and/or Rental Car _____	_____	_____	_____
213T	Taxi Car _____	_____	_____	_____
213L	Local Travel _____	_____	_____	_____
1212	Temporary Quarters Allowance -- Circle 1: CONUS / FIXED			
	Conus: _____ days @ _____ 1st 30 days	_____	_____	_____
	_____ days @ _____ 2nd 30 days	_____	_____	_____
	Fixed: _____ days @ _____ 30 days	_____	_____	_____
1213	Real Estate _____	_____	_____	_____
1216	Miscellaneous Allowance _____	_____	_____	_____
224F	Shipment and Storage of Household Goods: _____ lbs/GBL	_____	_____	_____
	Storage over 30 Days (Taxable) _____	_____	_____	_____
224G	Shipment and Storage of HH Goods/U-Haul: _____ days	_____	_____	_____
	Storage over 30 Days (Taxable) _____	_____	_____	_____
224L	Transportation of POV - Government Bill of Lading (GBL) _____	_____	_____	_____
224K	Transportation of Mobile Home _____	_____	_____	_____
				<u>Subtotal:</u>
1215	Relocation of Income Tax Allowance (RITA) 33.33333333% of subtotal of (Col C)	_____	_____	_____
	TOTAL ESTIMATED COSTS (AMOUNT OBLIGATED)	\$ _____		
	TOTAL ADVANCE REQUESTED		\$ _____	