



# WKU FOUNDATION

*Your Gifts. WKU's Future.*

## REIMBURSING MOVING EXPENSES

Please consider running moving expenses through the University and having them reimbursed. All moving expenses paid directly to employees from the WKU Foundation will receive an IRS Form 1099.

- Complete a WKU Foundation expense voucher payable to the employee. Please use complete home address.
- Complete a Moving Expense Reimbursement Agreement. A link to this form can be found on our website: [www.wkufoundation.org](http://www.wkufoundation.org)

**All 3 signatures must be on the MERA.**

Approved by: _____ Department Head/Dean	_____	Date
Approved by: _____ Administrative Council Member	_____	Date
Accepted by employee: _____ Signature	_____	Date

- Complete a W-9 for the employee. *A 1099 will be issued.*
- Attach **original** receipts collected for the moving expenses.
- Send the expense voucher with MERA, W-9 and original receipts to the WKU Foundation for prompt payment.