

**UNIVERSITY OF KENTUCKY**

University Financial Services

**Over 60 Day Taxation Form**

**Please complete and attach detailed supporting documentation if required, and then submit with the TRIP Travel Expense Report.**

Date \_\_\_/\_\_\_/\_\_\_

Traveler's Name \_\_\_\_\_ UK Person ID No. \_\_\_\_\_ TRIP Doc.# \_\_\_\_\_

Cost Object/WBS Element \_\_\_\_\_ Travel Destination (city) \_\_\_\_\_

Last Date of Travel \_\_\_/\_\_\_/\_\_\_ Traveler Approval Date \_\_\_/\_\_\_/\_\_\_

**PLEASE CHECK THE BOX BELOW THAT APPLIES TO THE ABOVE TRIP.**

I understand that I do not qualify for one of the tax exemptions below, and that Travel Services will process my travel reimbursement as taxable wages on a future paycheck.

**Allowable exemptions from taxation - please check the applicable box:**

I was on FMLA during the sixty (60) day period following the return date of travel. *Provide dates and supporting documentation.*

I was in continuous foreign travel status. *Please provide dates, destinations, and TRIP Travel Expense Report numbers.*

I submitted the appropriate support documentation on a timely basis, but my College/Department/Division Business Office proxy failed to process my TRIP Travel Expense Report prior to the sixty (60) day period. *Provide email, date-stamped document, or other documentation attesting to the date submitted to proxy.*

**Traveler's Signature** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Print Traveler's Name** \_\_\_\_\_

**FOR UNIVERSITY FINANCIAL SERVICES ONLY**

**Travel Services:** \_\_\_\_\_ **Non-Taxable** \_\_\_\_\_ **Taxable Amount \$** \_\_\_\_\_

**Reviewed by** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_