

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 Concur Travel Expense Report.

Date ___/___/___

Traveler's Name _____ UK Person ID No. _____ 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 Accounts Payable 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 Concur 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 Concur 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

Accounts Payable Services: Non-Taxable Taxable Amount \$ _____

Reviewed by _____ Date ___/___/___