



Request to Authorize Bonus for Relocation Expenses

Approval is requested to authorize reimbursement for moving and relocation expenses as noted below.

I. IDENTIFICATION DATA:

Name: _____

Academic Rank/Title: _____

Position Number: _____

Effective Date of Employment: _____

Relocation From (City, State): _____

II. JUSTIFICATION FOR NON-ROUTINE REQUESTS:

III. RELOCATION FUNDS REQUESTED:

The amounts shown below are requested from the identified budgets as a relocation bonus for the above named individual in accordance with the policies and procedures governing [Relocation Expenses](#).

Budget	Budget Code	Subaccount Code	Amount
Department/School Budget			
Other Budget (e.g., College, etc.)			
Faculty Recruiting Budget			
		Total	

IV. AUTHORIZATION:

Department Chair/School Director: _____ Recommend Approval _____ Recommend Denial

Dept Chair/Director Date

Director/Dean/VP: _____ Recommend Approval _____ Recommend Denial

Dean/Director/VP Date

Faculty Recruiting Budget: _____ Recommend Approval _____ Recommend Denial

Academic Services Analyst Date

Provost & Vice President for Academic Affairs/Vice President, or Designee:

_____ Approved as Requested

_____ Denied as Requested. Total funds authorized from University Recruitment Budget: _____.

Provost & VP for Academic Affairs, or Designee Date

