ADDENDUM A Authorization for Moving and Relocation Expenses

	Date:	
Department and College/Division		
Name of New Employee		
Moving from	Mileage Involved	
Date of Acceptance of UHD Employme	ent	
UHD Employment Start Date		
Arrival date to new job location (to be determi	ned at time of expense reimbursement)	
Annual Salary	Relocation Allowance	
(Attach copy of offer letter)		
Cost Centers to be charged		
Relocation Expenses Claimed (Attach cop	vies of current documentation)	:
Moving Company	\$	-
	\$	
		\$
House-hunting travel expenses	\$	
	\$	
• Other costs associated with travel while moving		\$ \$
	\$	
	\$	
	\$	\$
Total:		\$
Allowance Balance:		\$
Certification and Approvals:		
Employee:		Date:
Supervisor:		Date:
Division Vice President:		Date: