

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 UH Employment _____

UH Employment Start Date _____

Annual Salary _____ Relocation Allowance _____
(Attach copy of offer letter)

Cost Centers to be charged _____

Relocation Expenses Claimed (Attach copies of current documentation):

- Moving company _____ \$ _____
\$ _____ \$ _____
 - House-hunting travel expenses \$ _____
\$ _____ \$ _____
 - Other costs associated with travel while moving \$ _____
\$ _____ \$ _____
- Total:** \$ _____
- Allowance Balance:** \$ _____

Certification and Approvals:

Employee _____ Date _____

College/Division Administrator _____ Date _____

02/23/04