Relocation / Temporary Lodging Pre-Approval

Position / Candidate Information

Name of the (new/present) employee: _________________________________
Reason for Move: _________________________________________________
Position Control Number: _________
Relocating from (city/state): __________________

Funding/ Estimated Expenses

Expenses will be charged to:

<table>
<thead>
<tr>
<th>Fund:</th>
<th>Program:</th>
<th>Dept ID:</th>
<th>Project:</th>
</tr>
</thead>
</table>

Requested amount for relocation expenses $ 
Requested amount for temporary lodging $ 
Requested stipend amount (maximum $1,000) $ 
Total amount requested $ 

Stipend payments are used to cover incidental costs associated with the move that are NOT reimbursable as a direct cost of the move. Examples include: auto hauling/towing, storage for convenience of the employee, extra charges for bulky items. If a stipend payment is not approved these expenses cannot be reimbursed. See Section III.B.3 of the UW System policy for a complete listing of incidental costs, the policy link is below.

If reimbursement for temporary lodging expenses is requested, briefly explain why and the number of days it is needed:

Approval for temporary lodging: __________________________Date: _______
(Must be approved by Vice Chancellor of Admin Affairs – Jeff Arnold)

<table>
<thead>
<tr>
<th>APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipend Amount Approved $</td>
</tr>
<tr>
<td>Total Amount Approved (including stipend) $</td>
</tr>
</tbody>
</table>

Dean/Director Authorization Date

For further information see http://www.uwsa.edu/fadmin/fppp/fppp19.htm