

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:

Fund: _____ Program: _____ Dept ID: _____ Project: _____

Requested amount for relocation expenses	\$
Requested amount for temporary lodging	\$
Requested stipend amount	\$
Total amount requested	\$

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)

APPROVAL	
Stipend Amount Approved	\$
Total Amount Approved (including stipend)	\$
Dean or Division Head Authorization	Date

For further information see <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/relocation-household-moves-and-temporary-or-indefinite-work-assignments-3/>