

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 \_\_\_\_\_

Arrival date to new job location (to be determined at time of expense reimbursement) \_\_\_\_\_

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 \_\_\_\_\_

02/16/18