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: $_________

AllowanceBalance: $_________

Certification and Approvals:
Employee______________________________________________________ Date ______________

College/Division Administrator______________________________ Date __________

02/16/18