

**Authorization For Moving  
And  
Relocation Expenses**

Date: \_\_\_\_\_

Department and College/Division: \_\_\_\_\_

Name of New Employee: \_\_\_\_\_

Moving From: \_\_\_\_\_

Mileage Involved: \_\_\_\_\_

Date of Acceptance of TSU Employment: \_\_\_\_\_

TSU Employment Start Date: \_\_\_\_\_

Annual Salary: \_\_\_\_\_  
(Attach copy of offer letter)

Relocation Allowance: \_\_\_\_\_

Banner FOAP: \_\_\_\_\_

Relocation Expenses Claimed (Attach copies of current documentation)

Moving company: \_\_\_\_\_

House-hunting travel expenses: \_\_\_\_\_

Other cost associated with travel while moving: \_\_\_\_\_

Total: \_\_\_\_\_

Allowable Balance: \_\_\_\_\_

**Certification and Approvals:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

College/Division Administrator: \_\_\_\_\_ Date: \_\_\_\_\_