

Request to Authorize Moving & Relocation Assistance			
Send completed form with required signature(s) to:			
<b>Staff Positions – Employment Services:</b> hr-empservices@csus.edu		<b>Faculty &amp; Other Unit 3 Positions:</b> Upload completed form to PageUp offer card	
Contact Information			
From:		Date:	
Email:		Phone:	
Subject:	Authorization to Offer Moving & Relocation Assistance		
This request serves to authorize reasonable moving and relocation expenses for:			
Employee Information			
Employee Name:		Department/College:	
Position:		Anticipated Start Date:	
Current Home Address:		City:	
State:		Zip:	
Phone:		Email:	
Amount Requested			
\$	<i>When determining an appropriate amount, the hiring department should take into consideration the size of the household as well as the distance of the relocation. <a href="#">The Moving Cost Calculator on Moving.com</a> may be used as a resource.</i>		
Type of Moving & Relocation Assistance Requested			
<input type="checkbox"/> Lump Sum		<input type="checkbox"/> Reimbursement	
Approvals:			
_____ <b>Dean/Associate Vice President</b> <i>(Up to \$10,000)</i>	_____ <b>Print Name</b>	_____ <b>Date</b>	
_____ <b>Vice President/Provost</b> <i>(\$10,001 - \$15,000)</i>	_____ <b>Print Name</b>	_____ <b>Date</b>	
_____ <b>President</b> <i>(Required for amounts exceeding \$15,000)</i>	_____ <b>Print Name</b>	_____ <b>Date</b>	