

UNIVERSITY of **HOUSTON** SYSTEM

**ADDENDUM A**  
**Authorization for House-Hunting/  
 Moving Relocation Expenses**

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

Employee: \_\_\_\_\_  
 Name Title EMPL ID

Acceptance Date of Employment: \_\_\_\_\_ Employment Start Date: \_\_\_\_\_ Annual Salary: \$ \_\_\_\_\_

Departure Date: \_\_\_\_\_ Arrival Date to new Job location: \_\_\_\_\_  
 (during relocation, not house hunting)

Moving from: \_\_\_\_\_ Mileage Involved: \_\_\_\_\_ Moving Company Name: \_\_\_\_\_

Cost Center to be charged: \_\_\_\_\_ Relocation Allowance: \$ \_\_\_\_\_ Attachments: \_\_\_\_\_  
 (copy of offer letter)

<b>Relocation Allowance Amount Approved:</b>		\$
<b>House-Hunting Travel Expenses</b>		
- Airfare		
- Lodging		
- Meals (Breakfast/Lunch/Dinner)		
- Mileage		
- Other		
- Other		
- Other		
<b>Sub-total</b>		\$
<b>Moving Relocation Travel Expenses</b>		
- Moving Company		
- Airfare		
- Lodging		
- Meals (Breakfast/Lunch/Dinner)		
- Mileage		
- Other		
- Other		
- Other		
<b>Sub-total</b>		\$
<b>Previous Payments/Reimbursements</b>		\$
<b>Relocation Allowance Balance:</b>		\$

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for the University purposes as allowed by University policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the University. I UNDERSTAND THAT EXPENSES WILL BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL TAXES WILL BE WITHHELD FROM MY PAYCHECK(s).

\_\_\_\_\_  
 Employee (Traveler) Signature Date

Reviewed/Approved by: \_\_\_\_\_  
 College/Division Administrator Signature Date