

**UNIVERSITY OF CENTRAL FLORIDA
REQUEST FOR APPROVAL TO PAY MOVING EXPENSES**

**TO: University Of Central Florida, Procurement Services Department, OTC 600,
12479 Research Parkway, Orlando, FL 32826**

Requesting Department: _____

1. Name of Employee or Applicant:

2. Employee ID (if available):

3. Beginning Date of Employment:

4. Type of Employment: Original Promotion

Reassignment Transfer Demotion

Class Title: _____

Pay Plan: _____

Rate of Pay: _____

Place of Work: _____

5. JUSTIFICATION: No commitment to expend university funds for the payment of moving expenses shall be made without prior approval by the chief administration officer. Payment of moving expenses for this employee/ applicant is in the best interest of the University of Central Florida for the following reasons (include special conditions):

6. ESTIMATED COST TO THE STATE UNIVERSITY SYSTEM: The estimated gross weight for this move is _____ pounds. The cost of this move is estimated to be \$ _____. The University of Central Florida shall be responsible for payment not to exceed \$ _____. The employee/applicant shall be responsible for the balance of the payment, if applicable. Sufficient budgeted funds are available for these expenses. The move will be made on or about the date of _____. The employee/applicant has been advised that this payment is limited to the packing, shipping, and storage of household goods and that no more than 15,000 pounds gross weight will be approved unless any of these restrictions are specifically waived. Moves in excess of 15,000 pounds must be approved by the President. If the cost of the move exceeds the approved estimated cost by an additional 25% or greater, a revised request must be submitted for approval of the additional cost.

Signature

Printed Name and Title (Chair or Director)

Date

Signature

Printed Name and Title (Dean, Associate VP or Vice Provost)

Date

ACTION TAKEN:

Approved up to a maximum of 15,000 lbs.

Disapproved

Signature

Printed Name and Title (Vice President or Vice Provost and Chief of Staff for Academic Affairs or Vice Provost, Faculty Excellence and International Affairs and Global Strategies)

Date

ACTION TAKEN:

Approved in excess of 15,000 lbs.

Disapproved

Signature

President John C. Hitt

Date