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)

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

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

Reviewed/Approved by: _____
Division Vice President or Designee Signature Date