

MOVING EXPENSE PRE-AUTHORIZATION FORM

This form should be completed and sent to Jan Van Der Kley, Assistant Vice President for Business and Finance, at 3066 Seibert Administration Building **BEFORE** a moving expense benefit is offered to a prospective employee. Inquires may be directed to Ms. Van Der Kley via phone (7-2365), fax (7-2356) or e-mail (jan.vanderkley@wmich.edu).

Name of Employee:

Social Security Number:

Fund and Department:

Department Name:

Department Phone Number:

Eligible Classification:
(only employees in these classifications
are eligible)

Senior Administrative Official

Tenure Track Faculty

Amount Authorized (not to exceed one months salary):

Authorized Signature:

(Departmental Chair or Dean)

Why is it necessary to offer reimbursement/payment of moving expenses to this individual?

Assistant Vice President for Business and Finance Approval:

Signature

THIS COMPLETED (AND APPROVED) FORM MUST BE ATTACHED TO THE TRAVEL
EXPENSE VOUCHER FOR REIMBURSEMENT/PAYMENT.

* The Moving Expense Policy is located at:

http://www.obf.wmich.edu/accounting-services/docs/moving_expense_policy.pdf