

Relocation / Temporary Lodging Pre-Approval

Position / Candidate Information Name of the (new/present) employee: Reason for Move: HR Position Number: Relocating from (city/state): **Funding/ Estimated Expenses** Expenses will be charged to: Fund: Program: Dept ID: Project: Requested stipend amount \$ Supplemental Stipend [at discretion of the Chancellor] Total amount requested If reimbursement for temporary lodging expenses is requested, briefly explain why and the number of days it is needed: Approval for temporary lodging: Date: (Must be approved by Vice Chancellor of Admin Affairs) APPROVAL Stipend Amount Approved Dean or Division Head Authorization Date Chancellor Authorization [required for supplemental only] Date

For further information see https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/relocation-household-moves-and-temporary-or-indefinite-work-assignments-3/