



## 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/>