

Date:

ACADEMIC REMOVAL EXPENSE EXCEPTION FORM

Exception to APM 560

As an exception to APM 560, Postdocs, as well as academic employees appointed to the Specialist and Projects series, can be reimbursed for half the cost of their removal expenses if allowable by the contract or grant. Removal expenses are not provided automatically nor do they constitute a prerequisite of University employment.

A PI can also request an exception to pay more than half of the cost of removal expenses for all academic titles.

See Business and Finance Bulletin G-13 for a list of allowable expenses: <http://policy.ucop.edu/doc/3420347/BFB-G-13>
(please note there are tax implications in receiving reimbursement of moving expenses)

Requesting Exception for:

- Eligibility
- More than 1/2 the Total Cost

Name:

Title:

Start Date:

Former Home Location:

Email Address:

Moving Expense Amount Requested:

Name of Funding Agency:

Chartstring:

Please explain the reason for the exception below:

Departmental Preparer:

Faculty Sponsor Name:

Signature:

Date:

RSO Name:

Signature:

Date:

RSO signature confirms this charge is allowable by the contract or grant and there is sufficient funding for this payment.

Dean Name:

Signature:

Date: