



**REQUEST FOR APPROVAL TO PAY MOVING EXPENSES**

To: FSU Office of Human Resources			
Department Representative:			
Department Name and #:			
Name of Employee or Applicant:			
FSU Employee ID#:		Record #:	
Class Title:		Pay Plan:	Rate of Pay:
Beginning Date of Employment:			
Employee/Applicant's Current Location			
Employee/Applicant's Future Location			

**JUSTIFICATION:**

No commitment to expend University funds for the payment of moving expenses shall be made without prior approval by the Chief HR Officer. Payment of moving expenses for this employee/applicant is in the best interest of the State of Florida and Florida State University, for the following reason/s:

<input type="checkbox"/>	Initial appointment where recruitment was difficult
<input type="checkbox"/>	Regional or National recruitment was necessary
<input type="checkbox"/>	Transfer in lieu of layoff resulting in relocation
<input type="checkbox"/>	Lateral or promotional transfer for fully justified broadening of career
<input type="checkbox"/>	Intra-agency/Geographical transfer for the benefit of the university
<input type="checkbox"/>	Competitive market requires payment of moving expenses
<input type="checkbox"/>	Other (attach explanation)

**DIRECT PAYMENT TO VENDOR FOR MOVING EXPENSES**

The estimated gross weight for which Florida State University will be responsible for payment in connection with this move is \_\_\_\_\_ Pounds. The cost of this move is estimated to be \$\_\_\_\_\_. The department will cover \$\_\_\_\_\_ of the cost. Sufficient budgeted funds are available for this expense. The move will be made on or about the date of \_\_\_\_\_. Approval shall be for the move to take place no later than ninety days after the anticipated date specified. If the cost of the move exceeds the approved estimated cost by an additional 25% or greater, a revised request must be submitted for approval of the additional cost. Moving expense payments of \$10,000 or more must be competitively solicited in accordance with Board of Governors (BOG) Regulation 18.001, FSU Procurement Regulation FSU-2.015, and 2CFR 200.317-326 Uniform Guidance, and follow Procurement Services Policies and Procedures. Consult with Procurement Services for available carriers on contract and information on securing three guaranteed "Not to Exceed" price quotes if move is \$10,000 or more.

**Employee is responsible for applicable payroll taxes.** This payment represents compensation and, therefore, the University will withhold from the gross amount all taxes and other appropriate deductions that it would normally withhold from the employee's earnings. Department will be responsible for the normal employer-required FICA taxes using funding source \_\_\_\_\_.

**NOTE: Department must advise employee that this is considered taxable income and the taxes will be deducted from the employee's biweekly paycheck over three pay periods.**

_____ Department Head	_____ Date	_____ Dean/Vice President	_____ Date
_____ Sponsored Research Admin/Foundation (As required per funding source)		_____ Date	
_____ Chief Human Resources Officer	_____ Date		

Remarks:
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**Note: Copy of approved form must be submitted to Payroll Services for processing.**