



Request for Prepayment of Relocation Expenses

Organizational units may provide their eligible employees with a relocation allowance in the form of a direct deposit or a check. This relocation allowance is **in lieu of all reimbursements** to the employee, but may be given in addition to direct payment by the university to a commercial moving company.

The relocation allowance has no restrictions placed on its use. The **full** amount provided in the prepayment is taxable income to the employee, and UC will withhold all appropriate taxes from an upcoming paycheck. The employee is responsible for claiming deductions on his/her own tax return for any qualified moving expenses he/she may incur.

For further information, please consult Financial Policy 2.1.26, Relocation Expenses.

Employee / Recipient Name _____

UCID # M _____ Employment Start Date _____

Employee is relocating from _____
(city, state / province & country if outside US)

Dollar amount requested \$ _____

US Dollars only. This entire amount will be added to the employee's taxable wages. UC will withhold all applicable taxes from an upcoming paycheck.

Requested by _____
Business Administrator's name Date

Organizational unit _____

Approved by _____
Signature by dean, vice president or their designee Date

Submit this completed form, within an approved Request for Payment (A114) to Accounts Payable, ML 0333. Accounts Payable will send the prepayment check to the address on the A114. To receive the prepayment via direct deposit, also include a completed EFT Agreement for Individuals, available on the Accounts Payable website.

Please provide the relocating employee with a completed copy of this form, and keep a copy for your records.