

Moving Expense Reimbursement Request and Authorization Form

UND SMHS procedure requires prior approval to offer reimbursement of moving expenses as a part of the employment contract. The reimbursement of moving expenses is governed by [NDCC Chapter 44-08-04.3](#) and [North Dakota SBHE Policy 806.3](#). Tax treatment is governed by Internal Revenue Service regulations.

Requesting Reimbursement for

Employee

\$

Annual Salary

<input type="text"/>	<input type="text"/>
----------------------	----------------------

\$

Amount Requested

PeopleSoft Fund(s) to be used

Department

Department Head Signature

Date

Approval:

\$

Amount Authorized

VP for Health Affairs or Designee Signature

Date

Notes

Please attach this completed form and a copy of the employment contract to the Additional Pay Request Form.

* Limited to the eligible expenses per the Moving Expense Reimbursement Policy