

Relocation Authorization

Employee & Move Information	
Faculty/Staff Members	HR Contact Phone
Department Name	Spouse Name
Position Title	Dept. Contacts
Hiring Manager	Dept. Contacts Phone #
HR Contact	Number (if applicable)
Is the entire move capped?	If yes, what is the cap amount?
Is storage authorized?	Is yes, how many days are authorized?

Funding Source	House Hunting	Moving Co HHG Pack/ Ship	Self-Move	Mileage	Airfare	Estimated Cost	Taxable or Non-Taxable
Place an "X" in each box that applies.							
Department State Funds							
Note: Specific, maximum reimbursement limits must be included in the written offer of employment to be paid via State funds.							
Georgia Tech Foundation Funds (GTF)							

NOTE: The Office of the Provost will support the actual costs for moving household goods of new tenured/tenure track faculty members.

Relocation Benefits Authorized	
Authorized	Cap, if applicable
Employee Origin Address	
Street, Apt	City, State, Zip
Home Phone	Cell/Work Phone
Employee Destination Address	
Street, Apt	City, State, Zip
Home Phone	Cell/Work Phone
Professional Goods Moved	
Authorized	Cap, if applicable
Professional Goods Origin Address	
Street, Apt	City, State, Zip
Home Phone	Cell/Work Phone
Professional Goods Destination Address	
Street, Apt	City, State, Zip
Home Phone	Cell/Work Phone
Home Marketing Services_(no Armstrong fee)	
Recommending realtors at origin who will help price, market, monitor, negotiate and facilitate closing.	
Authorized	
Home Finding Services (no Armstrong fee):	
Recommending realtors at destination who will help price, market, monitor, negotiate and facilitate closing.	
Authorized	

Mortgage Services (no Armstrong fee):		
Taking the faculty/staff member's application over the phone and providing a convenient, cost effective option through an approved national lender.		
Authorized		
Temporary Living Services (no Armstrong fee):		
Providing temporary housing with Armstrong's reduced rates at more than 400,000 apartments in more than 2,000 U.S. cities.		
Authorized		
Special Instructions/Comments		

Approvals		
Budget Code #1	Budget Code #2	Hire Date
Unit Financial Officer	Title	Date
Manager	Title	Date
HR/FA	Title	Date
Next-Level Supervisor	Title	Date
Additional Approvals	Title	Date

Any exception requests to this policy must be approved by the President, Executive Vice President for Administration & Finance, or Provost and Executive Vice President for Academic Affairs or their designees.