

Relocation Lump Sum Payment

This form is used to request a lump sum payment for employees who were offered relocation assistance in their original offer letter. The payment will be included in the employee's first on-cycle paycheck after the completed document has been received by Human Resources Payroll Department. This form must be attached to a copy of the completed Relocation Repayment Agreement and a copy of the original Offer Letter with the relocation amount.

Employee & Cost Information		
Employee ID/GTID	Last Name, First Name	
Employee Title		
Department #	Department Name	
Move From	Move To	
Project #	Amount	
	Total:	
Notes		
Signatures		
Requester Name	Requester Signature	Date
Dept. Finance Name	Dept. Finance Signature	Date
<i>If applicable:</i>		
Faculty Affairs Name	Faculty Affairs Signature	Date