

Moving Expense Policy
Appendix B
Moving Expense Offer Authorization

This form is to be completed and attached to Form F in Interview Exchange before the candidate is offered moving expenses. Moving expenses are reimbursed in United States Dollars.

Position Title

Department/Office

Is the position full or part time? Full Part %of full time

Amount of moving expense requested
(please reference Appendix A)

Hiring Manager

Search Chair

Position Location(s)

How often will this position be expected to work on location?

How many miles is the candidate relocating from?

Is the candidate currently employed by SUNY Empire?

If the approved, will you inform the candidate, upon offer, that as a result of The Federal Tax Cuts and Jobs Act reimbursement of moving expenses must be included in the employee's federal taxable gross income and applicable taxes must be withheld?

Signature of the Cabinet Member of the hiring Department/Office

Signature of the Vice President for Administration and Finance or Designee