

RETURN TO:

Relocation Coordinator
 Job & Organizational Design
 Human Resource Services
 2-60 University Terrace
 email: hrreloca@ualberta.ca

REQUEST FOR RELOCATION SERVICES

Allowable travel and relocation expenses are set out in the [Moving Expenses and Relocation Benefits for Academic Staff Procedure](#)
Forward completed form and a copy of the signed Appointment Contract to Relocation Coordinator, Job & Organizational Design, 2-60 University Terrace or scan and email to hrreloca@ualberta.ca.

To advance to the next field, press the **TAB** key. To go back to a previous field, press the **SHIFT** key and **TAB** key simultaneously.

APPOINTMENT INFORMATION

HIRING UNIT

APPOINTMENT TYPE

- Continuing Academic (APO, Faculty, FSO, Librarian) Other (e.g. Trust Academic):
 Operating or Contingent

TITLE	FIRST NAME	INITIALS	LAST NAME

START DATE OF APPOINTMENT	CITIZENSHIP(s) <input type="checkbox"/> Canadian <input type="checkbox"/> Other Enter Citizenship if not Canadian
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RELOCATION INFORMATION

ADDRESS OF CURRENT PRIMARY RESIDENCE

CITY	PROVINCE / STATE	POSTAL CODE / ZIP CODE
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PHONE (HOME)	PHONE (WORK)	PHONE (CELL)
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EMAIL ADDRESS

HOUSEHOLD MOVING EXPENSES TO BE CHARGED TO

- Central Funds (only available for non-contingent continuing academics)
 Hiring unit* Trust research grant* Other (specify):

*Relocation Services will review the invoice from the moving company and forward to the hiring unit for payment authorization.
 Expense Reports are keyed directly into PeopleSoft.

INDICATE ANY ADDITIONAL NEGOTIATED RELOCATION COSTS THAT WERE SET OUT IN THE CONTRACT: (e.g. additional weight allowance, additional storage costs, additional house hunting trip).

DEPARTMENT AUTHORIZATION

PRINTED NAME

SIGNATURE

DATE