



ARKANSAS
TECH
UNIVERSITY

Request for Reimbursement of Moving Expenses

Please complete this form and once approved forward to Travel Services upon completion of reimbursement requisition for employee.

Approval is requested for reimbursement of moving expenses for the following:

Name of Person Department

Title of Position Index

Starting Date

Maximum Award

Were additional moving expenses submitted for payment to an authorized vendor through Procurement? Yes No

If Yes, please enter the amount paid:

All reimbursements must comply with University travel and moving policy.

APPROVED BY:

Dean Date

Vice President (if needed) Date