**Relocation Reimbursement Request**

Date: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MSU ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept. contact ph#: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Relocation Reimbursement Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(gross) to be paid on the first paycheck or the next available payroll. This amount must match the amount specified in the letter of hire or MOU.**

**Index to charge: \_\_\_\_\_\_\_\_\_\_\_\_**

OSP/MAES/ES Budget Approval, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payroll is no longer able to process “gross-up” requests.** Please note that the employee will receive the net amount after appropriate deductions are applied to the gross amount indicated above.

**Attach** a copy of the signed letter of hire if the relocation reimbursement is included in the letter. If the relocation reimbursement is not referenced in the employment agreement, then attach a Memorandum of Understanding signed by the Department Head/Director, Dean/Director, and the appropriate Vice President.

**Where do I send this form?** Email to: [msupayroll@montana.edu](mailto:msupayroll@montana.edu) and cc appropriate Fiscal Shared Services Team

Send to: **MSU Human Resources – Payroll Services**

**PO Box 172520**

**Bozeman, MT 59717-2520**