# TAXABLE MOVING ALLOWANCE AUTHORIZATION FORM

# FY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Location**  **From/To** | **Empl ID** | **Type of Payment** | **Reason for Payment** | **Payment Amount** |
|  |  |  | Taxable Moving Allowance |  |  |

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

**Administrative areas**—Supervisor signs off on taxable moving allowance authorization form and budget transfer form is forwarded to the Budget Office.  Budget Office will send to Payroll Department.

**Academic areas**—Department/Supervisor signs off and sends taxable moving allowance authorization form to Dean’s office. Dean’s office approves moving expense form and sends, along with a one-side budget transfer form (BTR), to the Provost Office. Provost Office will approve and send form and completed BTR to the Budget Office. Budget Office will send to Payroll Department.

**Approvals**

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

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

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

Send completed form to Payroll Department at AC Room 248, fax to 216-687-9295, or email to [payroll@csuohio.edu](mailto:payroll@csuohio.edu).

Payroll Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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