

Request that Requires Vice President/CFO Approval

Date (right justified)

MEMORANDUM

TO: Howard Todo
Vice President for Budget and Finance / CFO

VIA: Virginia S. Hinshaw
Chancellor

FROM: (Name)
Dean

SUBJECT: Request for Approval Exceptions to the Allowable Reimbursement for Relocation Allowances pursuant to A8.863 (indicate in the subject line the type of exception being requested)

SPECIFIC ACTION REQUESTED:

Approval is requested for an exception to APM A8.863, (site the sections and indicate the type of exception being requested)

RECOMMENDED EFFECTIVE DATE:

ADDITIONAL COST:

State the total cost of the relocation allowance and the funding source.

PURPOSE:

Provide an explanation of why this exception is required and how it is a benefit to the institution to provide this exception of the relocation allowance.

Include:

- position/type/short description of duties
- total relocation amount
- other relevant information

BACKGROUND:

Site the appropriate policy and section.

Provide justification on how this meets the criteria specified in A8.863 Section 5.e.

ACTION RECOMMENDED:

This statement should match the language used in the "specific action requested."
"We recommend approval..."

Attachment(s)

Completed and signed FMIS 17 and FMIS 17a, and supporting documents

APPROVED/DISAPPROVED
EXCESS and EXCEPTIONS PURSUANT to A8.863 Section B and C

Virginia Hinshaw
Chancellor

Date

APPROVED/DISAPPROVED
EXCEPTIONS PURSUANT to A8.863 Section D

Howard Todo
Vice President for Budget and Finance/CFO

Date