

Staple Here

# UNIVERSITY of ROCHESTER

Form F-8

Rev. 5/2014

## - Request for Moving Advance -

To facilitate processing, please complete all fields and include:

- \* Copy of Offer of Employment Letter
- \* Copy of Estimate from Moving Company

Payee: \_\_\_\_\_

EMPLID: \_\_\_\_\_

Payee Address: \_\_\_\_\_

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

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

Employment Start Date: \_\_\_\_\_

Moving From (City, State, Country): \_\_\_\_\_

Dept. Name: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Children:	Name	Age
	_____	_____
	_____	_____
	_____	_____

UR Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

Estimate from Moving Company \$ \_\_\_\_\_

Personal Travel (See Instructions)  Airline \$ \_\_\_\_\_

Car \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

(# of Miles): \_\_\_\_\_

Estimated/Actual Total: \$ \_\_\_\_\_

(Moving Company Exp. + Personal Exp.)

Total Advance: \$ \_\_\_\_\_

Description to be written on check stub: **Moving Advance**

Account to be Charged: **SC62040 OP010147**

Send check to (if different from above): NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### 3 Signatures Required

Requestor (print)	Requestor Title	Phone	Requestor Signature	Date
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Approver (print)	Approver Title	Phone	Approver Signature	Date
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Reviewed By (Finance Office): \_\_\_\_\_

**UNIVERSITY OF ROCHESTER**  
**- Request for Moving Advance -**  
**Instructions**

- \* Complete all fields on the F-8.
- \* Travel is authorized by air or car. Check the item that will apply.  
The University will reimburse actual cost of coach airfare, or personal automobile at the rate indicated in the Mileage Reimbursement Policy.
- \* Lodging during travel should include the actual cost of the room only. Lodging in the Rochester area is not a qualified moving expense and should not be included in your estimate.
- \* Meals are non-qualified and should not be included in your advance request.
- \* Complete the "Send Check To:" section if the check is not to be delivered to the address shown at the top of the form.
- \* 3 Signatures (of employees, department head, and appropriate VP/Dean) are required.
- \* The F-7 form (Moving Expense Report) must be submitted within 60 days of completion of the move. Failure to do so will require the University to include the advance amount in the employee's W-2, subject to tax withholding.