

# StonyBrook

## MEMORANDUM

To: Director of Accounts Payable  
From:  
Subject: Relocation Expenses Authorization  
Date:

Reimbursement for relocation expenses is authorized, in the amount indicated, for the following new appointee.

<u>NAME</u>	<u>TITLE</u>	<u>DATE OF APPOINTMENT</u>	<u>AMOUNT AUTHORIZED</u>
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COMPLETE ADDRESSES OF APPOINTEE'S MOVE:

FROM  
OLD ADDRESS:

TO  
NEW ADDRESS:

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Recommended by: \_\_\_\_\_  
Department Chairman

Approved by: \_\_\_\_\_  
Vice President

To be charged to: \_\_\_\_\_  
Department Name Account Number