

**Academic Affairs  
Moving Expense Reimbursement Form  
for Tenure Earning Faculty**

Faculty Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Moving Dates: \_\_\_\_\_ Point of Origin: \_\_\_\_\_  
 Date of Hire: \_\_\_\_\_

Description of Expenses	Expended

**TOTAL** \_\_\_\_\_

Beginning Faculty Salary: \_\_\_\_\_  
 Amount Refundable by NMU (5% of salary): \_\_\_\_\_  
 Account # to be Reimbursed: \_\_\_\_\_  
 Department Share (25%) \_\_\_\_\_  
 College Share (25%) \_\_\_\_\_  
 P & VPAA Share (50%) \_\_\_\_\_

**TOTAL REIMBURSEMENT** \_\_\_\_\_

Recommended by: \_\_\_\_\_  
Department Head Date

Approved by: \_\_\_\_\_  
Dean Date

Approved by: \_\_\_\_\_  
Provost & Vice President for Academic Affairs Date

Date Budget Revision Processed by Academic Affairs: \_\_\_\_\_

(Reverse side is procedure)

Revised 8/30/2006