EXECUTIVE RELOCATION PAYROLL AUTHORIZATION

Confidential Payroll Processing Document

EMPLOYEE & TRANSFER INFORMATION

EMPLOYEE FULL NAME

EMPLOYEE ID

JOB TITLE / EXECUTIVE LEVEL

COST CENTER / DEPARTMENT

ORIGIN LOCATION (CITY, STATE/COUNTRY)

DESTINATION LOCATION (CITY, STATE/COUNTRY)

EFFECTIVE RELOCATION DATE

PAYROLL DISBURSEMENTS & TAX TREATMENT

Expense Category	Earnings Code	Taxable?	Gross-Up?	Authorized Amount
Lump Sum Relocation Allowance				
Household Goods Shipment & Storage				
Temporary Housing Allowance				
Home Sale / Purchase Assistance				
Travel & Lodging (Final Move)				
Miscellaneous Relocation Expenses				
TOTAL AUTHORIZED DISBURSEMENT				

PAYROLL PROCESSING SCHEDULE

TARGET PAY CYCLE (MONTH/YEAR)

PAYMENT METHOD (OFF-CYCLE / REGULAR RUN)

TAX GROSS-UP METHOD (SUPPLEMENTAL / REGULAR)

SPECIAL INSTRUCTIONS / ACCOUNTING NOTES

REQUIRED AUTHORIZATIONS

AUTHORIZED HR / MOBILITY REPRESENTATIVE SIGNATURE

DATE

COMPENSATION / EXECUTIVE COMMITTEE APPROVAL SIGNATURE

DATE

PAYROLL DEPARTMENT ACTIONED BY (SIGNATURE)

PROCESSING DATE

* Note: Relocation expenses are processed in accordance with the Corporate Executive Relocation Policy. Tax treatment of individual line items is subject to local tax regulations and gross-up policies where applicable.