

P O Box 2
GREEN BANK, WV 24944-0002
TELEPHONE (304) 456-2011


949 N CHERRY AVENUE
CAMPUS BUILDING #65
TUCSON, AZ 85721-0655
TELEPHONE (520) 882-8250

NATIONAL RADIO ASTRONOMY OBSERVATORY
ASSOCIATED UNIVERSITIES, INC.

RELOCATION ALLOWANCES AUTHORIZATION
(Complete prior to travel)

520 EDMONT ROAD
CHARLOTTESVILLE, VA 22903-2475
TELEPHONE (434) 296-0211

P O Box 0
SOCORRO, NM 87801-0387
TELEPHONE (505) 835-7000

Name _____ Address _____ _____ Zip _____ Phone _____ SS# _____	(New NRAO duty station information)	
	Division _____	
	Division Head _____	
	Account # _____	

Transfer from _____ To _____
(Present NRAO location or place of residence) *(New NRAO duty station)*

Estimated Arrival Date _____ Start Date _____

Travel Allowances (If not applicable, please designate N/A)	Individual	Family
Airline		
Automobile _____ miles @ _____ ¢/mile (current rate)		
Other means of transportation - Limit \$ _____		
Lodging		
Per Diem _____ Days @ \$ _____ per _____ adult(s)		
en route _____ Days @ \$ _____ per _____ child(ren) under 12		
Per Diem _____ Days @ \$ _____ per _____ adult(s)		
while occupying temporary housing _____ Days @ \$ _____ per _____ child(ren) under 12		

Moving Allowances

Household goods and personal belongings _____ (Weight or dollar limit)

Remarks/Enclosures _____

Approved _____ Date _____
(Human Resources or Business Manager)

Note: To ensure these allowances, you must adhere to the conditions on the attached memo. Please sign and date this form and return along with the signed copy of your offer letter to Human Resource Office.

Acknowledged _____ Date _____
(Employee or Prospective Employee)