

Travel Office East:
P.O. Box 2
Green Bank WV, 2944-0002
(304) 456-2011
Charlottesville, VA 22903-2475
(434) 296-0211



Travel Office West:
P.O. Box O
Socorro, NM 87801
(575) 835-7000
Apoquindo 3650, piso 18
Las Condes, 7550108
Santiago, Chile

Relocation Allowances Authorization
(Complete prior to relocation)

Employee # _____ Filing Date: _____

Name: _____ *****Relocation Duration*****

Address: _____ Arrival Date: _____

_____ Start Date: _____

Transfer From: _____	To: _____
<small>(Present NRAO Location or place of residence)</small>	<small>(New NRAO duty station)</small>

New AUI / NRAO duty station information:

Division: _____ Division Head: _____

Account Number to Charge: _____

Travel Allowances (If not applicable, please designate N/A)	Individual	Family	Other
Airline			
Automobile _____ miles @ _____ ¢ per mile <i>(Current IRS Rate)</i>			
Other means of transportation - Limit \$ _____			
Lodging			
Per Diem _____ Days @ \$ _____ per _____ Adult (s)			
en route _____ Days @ \$ _____ per _____ Child (ren)*			
Per Diem _____ Days @ \$ _____ per _____ Adult (s)			
while _____ Days @ \$ _____ per _____ Child (ren)*			
occupying temporary housing			

Moving Allowance

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 set forth in the NRAO Travel Manual. Please sign and date this form and return with a signed copy of your offer letter (if applicable) to the Human Resources Office.

Acknowledged: _____ Date: _____

* Child (ren) are family member ages 12 and under. Revised 12/31/2012