

DATE: Month Day, Year

TO: Sandra Brown, Vice Chancellor of Research

FROM: Professor [NAME]

CC: Office of Postdoctoral and Research Scholar Affairs

SUBJECT: Request for Exception to Moving Expense Reimbursement Policy

I would like to request an exception to the policy regarding the reimbursement of moving expenses for postdoctoral scholars. I would like to request an exception to this policy so that I may reimburse [Name of Potential Postdoctoral Scholar] who I am recruiting to join my lab group in [Month and Year]. I believe that this candidate is the most qualified and has a unique skill set that will be beneficial to my group and to my current and upcoming research.

I would like to reimburse [Name of Potential Postdoctoral Scholar] for moving expenses up to \$[dollar amount], with receipts, per APM 560 and the UCSD Travel Reimbursement Policy, to help cover the costs associated with moving from [City, State, Country] to San Diego.

Sincerely,

[Signature]

Professor [NAME]

Department of [NAME OF DEPARTMENT]