

[Department/PI Letterhead]

DATE: Month Day, Year

TO: Judy Kim, Interim Dean, Division of Graduate Education and Postdoctoral Affairs

CC: Office of Postdoctoral Scholar Affairs

SUBJECT: Request for Exception to Moving Expense Reimbursement Policy

I would like to request an exception to reimburse move related expenses for [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.

Per moving expense policy, APM-560 Recruitment Removal Expenses/General, the postdoc will be reimbursed up to \$[dollar amount], with receipts, to help cover the costs associated with moving from [City, State, Country] to San Diego for items such as one-way coach airfare, packing, freight, meals en route (limits apply if travel is by automobile). Items that are not allowable for reimbursement include those incurred upon arrival in San Diego such as temporary accommodations, rental cars, meals etc. [Name of Potential Postdoctoral Scholar] will also be informed that payment of moving expenses is considered taxable income and is subject to IRS regulations.

Sincerely,

[Signature]

Professor [NAME]

Department of [Name of Department]