

**APPROVAL FORM**

**Personnel Policy # 132 –Employment of Out-Of-State Residents and Establishment of Out-of-State Work Locations**

*To have an out-of-state employment scenario reviewed and approved (new hire or relocation), please complete the following information:*

Employee/Candidate Name:

Employee ID/Applicant Number (if known):

Division /Department Number:

Division/Department Name:

Job Code and Title (attach functional job description):

Status (check one): FT  PT  TAR

Start Date at Out-of-State Location:

Expected End Date of Assignment:

State/Country Where Work Is To Be Performed:

Please state the University business purpose for assignment out-of-state:

Account Number for administrative fees (if assignment is approved):

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Signature of Dean, Vice Provost, Vice Pres or Director                      Printed Name                      Date

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Signature of Associate Vice President for Human Resources                      Printed Name                      Date

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Signature of President                      Printed Name                      Date  
(required for out-of-country)

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Return form to HR Service Center, Box 278955 along with approved requisition.