



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

May 14, 2007

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 07-05

TO: University Administrators and Chancellors

FROM: Howard Todo *Howard Todo*
Vice President for Budget and Finance
Chief Financial Officer

SUBJECT: ADMINISTRATIVE PROCEDURES A8.863 – RELOCATION ALLOWANCES

Transmitted herewith is the Administrative Procedure A8.863 – Relocation Allowances. Corrections to the following two references were made in paragraph: 5. Authorization:

- Section c. Exceptions. The first sentence in the last paragraph should read: “The criteria specified in Section **5.e** must be used to justify the excess allowance request.”
- Section d. Third sentence should read: “The criteria specified in section **5.e** must be used to justify the exception request.”

Furthermore, the procedure provides for air transportation reimbursement for a domestic partner.

If there are any question concerning this procedure, please contact the Disbursing Office at 956-7126.