

The University Of Michigan

PROMISSORY NOTE FOR MOVING EXPENSE ADVANCE

In consideration of the advance to me for moving expenses by the University of Michigan in the sum of _____ Dollars (\$_____)

To facilitate my employment with the University, I _____ hereby promise to pay to the order of The Regents of the University of Michigan, a Michigan constitutional corporation, any portion of such advance which is not utilized for moving expenses, as approved by the University, or which is not substantiated with appropriate receipts within 90 days from the signature date of this Promissory Note.

To the extent that such a portion exists, **I authorize the University Payroll Office to deduct the full amount thereof from my first regularly scheduled paycheck after the 90-day period from the signature date of the Promissory Note. If it is necessary to deduct the amount over several paychecks to comply with the State of Michigan regulations, I authorize the University Payroll Office to deduct equal installments until the full amount is recovered.**

_____ Name (please print)	_____ Signature of Staff Member		
_____ Street and Number	_____ Social Security No.	_____ UMID # (if known)	
_____ City	_____ State	_____ Zip	_____ Date

Check mailed to above address _____ Payroll pick-up _____

_____ University Department	_____ Shortcode
_____ Department Contact (please print)	_____ Phone #

Instructions for Completing the Promissory Note

Standard Practice Guide for reference:

SPG 201.68 – Moving and Relocation Expenses (<http://spg.umich.edu/pdf/201.68.pdf>)

Related Forms:

Request for Moving and Relocation Advance Form – PeoplePay

Reimbursement/Reconciliation of Moving and Relocation Expenses Form – PeoplePay

Guideline for using this form:

Department Administrator: Send PDF file or the form's URL to faculty/staff member requesting advance. Provide faculty/staff member with the address to which they return the form. When signed form is returned, complete Request for Moving and Relocation Advance form. Send **original copy of Promissory Note**, plus one copy, along with the approved request form to HRRIS (4073 Wolverine Tower 1281).

Faculty/Staff Member: Complete the name and address fields on the Promissory Note and mail it, along with a written estimate of your moving costs, to the address provided by the department administrator. Use your legal name in the name fields. Save all receipts related to the move. Original receipts will need to be turned into the department administrator to be reconciled with the advance.