Paying for the Moving Company Service

When moving is necessary, you can use the Travel & Entertainment Card and claim the moving expense. You can request the role to be granted to another individual in order to establish a direct line to the manager of the requesting team. If you remove a role from an individual, please consider the impact on their ability to manage their projects. 

When a Financial Unit, Department Head, or Special Entertainment Approver leaves the department (or the University), please take steps to remove their access to the system.

If an individual is transferred to another department, you may need to update their access to the system. In these cases, it is best to contact the department head or the special entertainment approver directly to ensure that the access is properly managed.

For more information, please click here.