

Arizona State Personnel System
AGENCY REQUEST TO PAY MOVING AND/OR TRANSPORTATION EXPENSES FOR AN OUT-OF-STATE CANDIDATE

In accordance with Arizona State Personnel System Statewide Policy ASP/HRD-PA3.02, use this form to request approval to pay an out-of-state candidate's relocation expenses. Payment of such expenses is intended as a recruitment tool and requires the Arizona Department of Administration Director's approval IN ADVANCE, prior to making any employment commitments or agreeing to pay the candidate's transportation or moving expenses.

Agency Name

Candidate Name

Position Title

Supervisor Name

Position Grade

Start Date

Reallocation Amount Requested

Job Requirements:

Attach a copy of the job posting and provide a brief summary of the duties and requirements of the position.

Advertising/Posting:

Provide details of recruitment efforts you have taken. Provide names of publications and website addresses of all of the advertisements and postings you have used in an attempt to fill this position.

Candidate Information:

Attach a copy of the candidate's resume and provide a brief summary of the candidate's relevant experience and education.

Summary:

Summarize the reason(s) that paying moving and/or transportation expenses to recruit this candidate is in the best interest of the State. Include additional details relevant to the request, such as the number of candidates who applied for the position or interviewed, the length of the recruitment period, etc.

Agency Head
Signature

Date

ADOA Human Resources Director Recommendation

Recommend Approval

Recommend Denial

Signature

Date

ADOA Director Approval

Approved

Denied

Signature

Date