



Approval for out-of-state employee — new hire or relocation

Please [email the original signed form to Commitment Accounting](#) or fax it to 480-965-2683.

Domestic: ASU employees whose work site is located in the U.S. outside of Arizona are subject to all employment laws of the state where they work. Financial Services must be informed in advance of potential work arrangements outside of Arizona to be fully compliant with all reporting, taxation and employment regulations of the other state. Departments must notify Financial Services when an employee changes their work location. [Refer to FIN 420-08](#) for more information.

Abroad: Allowing ASU employees to work in foreign countries can create tax and legal liabilities for the employee and the university. Each situation must be evaluated separately and may require outside tax and legal counsel. Contact Financial Services at 480-965-3601 before such arrangements are made.

Prior approval from the director, dean and vice president or vice provost is required. **Submit annually.**

Employee's name, job title and affiliate ID: _____

Department name and department code: _____

Employee's out-of-state home address

Street City State Zip code

State of legal residence and country, if not in the U.S.: _____

Employee out-of-state work address — must be a physical address, not a PO box

Street City State Zip code

Email address Start date at out-state-location Anticipated end date

Essential university business purpose for assignment out-of-state:

For academic units, the dean's approval must be obtained before submission to the Provost's Office.

Department approver signature: _____ Date: _____

Department approver printed name: _____ Date: _____

Director signature: _____ Date: _____

Director printed name: _____ Date: _____

Dean signature: _____ Date: _____

Dean printed name: _____ Date: _____

Vice president signature: _____ Date: _____

Vice president printed name: _____ Date: _____