

POLICY 2.17 – Moving Allowances

Policy Category: Financial
Effective Date: September 24, 1998
Supersedes: November 26, 1992

POLICY

- 1.00 The University may assist in the payment of necessary moving expenses incurred by a newly appointed full-time member of the faculty or administrative staff for the transportation of the appointee, members of the immediate family and normal household effects.
- 2.00 Expenses incurred under this policy are subject to **prior** and **final** approval by the appropriate Dean or Budget Head.

- 2.01 Financial responsibility for all expenses under this policy rests with the Dean or Head of the budget unit to which such expenses will be charged. The Dean or Budget Head shall determine the maximum moving allowance, but in no case may exceed 125% of the estimated cost of moving 4,000 kilograms f3 (am)-29J 0 - T TJ 0 -1.157 Td [(c)-8 (oor)-6.3 (

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- (b) The cost of meals and accommodation required in transit and up to one week while awaiting permanent accommodation in London, subject to the requirements set out in Travel [Policy 2.16](#).
 - (c) Moving expenses of normal household effects with the definition of "normal" being determined at the sole discretion of the University.
- 3.03 The University will not accept liability for expenses unless prior approval in writing has been obtained from the Dean or Budget Head.

PROCEDURE

- 4.00 Upon acceptance of the offer of employment, the Dean or Budget Head will advise the new employee that the account coordinator for the University's preferred moving company will be contacting him/her concerning the relocation of his/her household effects.
- 4.01 The Dean, Budget Head, or designate will then advise the preferred moving company of the following:
- a) full name and address of the employee,
 - b) telephone and fax numbers and e-mail address where the employee may be contacted,
 - c) the anticipated starting date and,
 - d) any negotiated conditions affecting the move.
- 4.02 The account coordinator will contact the new faculty or staff member and arrange for an estimate of the moving costs.
- 4.03 The account coordinator will fax a copy of the estimate to the appropriate Dean/Budget Head and to the new employee.
- 4.04 The Dean or Budget Head will have a purchase requisition prepared based on the estimate and will forward the requisition to Procurement Services.
- 4.05 Should the costs or terms be unacceptable to the Dean/Budget Head or to the employee, the employee may pursue alternate arrangements for the relocation of his/her household. Reimbursement for some or all of these expenses will be considered upon submission of the appropriate Travel Expense Claim form, together with original receipts, in accordance with the terms of the letter of offer, moving allowance and this policy.