

Topic: **RELOCATION EXPENSE POLICY**

Policy #:

Version: 1.0

Updated Date: March 2009

Purpose: To outline the procedure and approval process for offering candidates relocation expense reimbursement which will enable hiring managers and search committees to follow the University's strategic plan in continuing to pursue faculty and professional staff nationally and internationally.

Scope: Faculty and Administrators

Policy: Upon the decision to hire a professional that will require relocation, the search committee chair or hiring manager must contact human resources immediately.

Human Resources will need the following information:

- Full name
- Telephone number
- Position offered
- Candidate's present address

If the candidate is eligible for moving expense reimbursement the following must occur:

1. HR will notify Paul Arpin Van Lines, Inc which in turn will work directly with the candidate to provide a quote;
2. The candidate will need to secure a quote from another moving company for comparison; and
3. The candidate must forward both quotes to the Office of Human Resources for approval.

Eligibility: The eligibility of receiving reimbursement for moving expenses includes the University's strategic plan which will be given close review as decisions are made.

Average Move: The University considers 12,000 lbs an average size move. Reimbursement for any poundage over this amount must be negotiated further and approved by the applicable Vice President.