

## **Relocation Expenses for Faculty Members and Professional Staff**

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**Signature/Position**

Assistant Vice-President, Finance and Services

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### SUBJECT

Relocation Expenses for Faculty Members and Professional Staff

### GENERAL

The University may assist in defraying a new Faculty or a Professional Staff member's relocation expenses when moving to Guelph or vicinity for employment with the University.

The maximum allowable expense reimbursement will be as set out in this Policy.

### SCOPE

Assistance in meeting the costs of relocation for new Faculty or Professional Staff members with full-time appointments, whether tenured, probationary, or contractually limited, moving to the Guelph vicinity for employment with the University of Guelph.

### POLICY

1. [\*\*New Faculty or Professional Staff Members - Probationary-Tenured, or Contractually Hired for Full-Time Employment for a Period of Two Years or More\*\*](#)
  - 1.1. The maximum allowable reimbursable amount for new Faculty or Professional Staff members in this category will be 100% of actual travel costs incurred and 100% of the costs of moving household and personal goods up to a maximum weight of 10,000 pounds.
  - 1.2. The actual costs are to be evidenced by receipted vouchers, where applicable, to cover:
    - personal travel including accommodation and meals for the new Faculty or Professional Staff member and dependents, which may be reimbursed on the basis of lowest cost and most direct route by any one of the following:
      1. private motor car at the then current University mileage allowance;
      2. economy air or tourist sea passage; or
      3. first class rail.

### 1.3. The cost of moving household goods.

1. For moving expenses, new hires are strongly encouraged to engage the services of professional moving companies. The University requires new hires to obtain two (2) estimates from professional moving companies. Moving costs can either be direct billed to the University ([section 1.5 below](#)), or alternatively paid by the new hire and reimbursed by the University ([section 1.6 below](#)).
2. The cost of moving expenses normally excludes the cost of the following. In very special circumstances, exceptions to this list may be granted by the appropriate Dean or Director.
  1. shipping charges for cars, boats, grand pianos;
  2. furniture storage;
  3. hotel accommodation or temporary housing costs while selecting a permanent residence;
  4. detaching and attaching appliances and equipment;
  5. legal costs involved in the sale or purchase of houses;
  6. the enforced maintenance of two homes;
  7. the replacement of fitted carpets or curtains;
  8. housekeeping or cleaning expenses.
- 1.4. It is understood that in providing financial assistance for moving expenses, the University does not assume any liability nor will it be responsible for injury or loss which may arise during or as a result of the new appointee moving to Guelph or vicinity.
- 1.5. Direct Billing for Moving Expenses (University Pays):

The University has negotiated contracts with several major moving companies for both domestic and international moves (as listed in the link entitled: “Suppliers by Commodity under Moving and Storage” on the previous web page). The use of these contracts will assist in ensuring adequate insurance coverage, quality of move, and control of costs. Where the services of a University approved moving company are used, the University will pay the moving company directly. In this case, a University purchase order (PO) will be issued.

#### **Steps:**

1. Contact the moving companies at the locations listed in the link entitled: “Suppliers by Commodity under Moving and Storage” on the previous web page, and request a quotation. The companies will then contact their local representatives closest to the new hire's current location, who will in turn be in contact with the new hire.
2. Once estimates have been obtained, forward the estimates to the hiring department.
3. The hiring department will review the estimates. Normally, the lower estimate should be accepted. The Administrative Assistant will forward the estimates and required documentation to Purchasing Services.
4. Once reviewed by Purchasing Services, and the PO is issued, the hiring department will contact the new hire with the details.

#### 1.6. Reimbursement of out-of-pocket costs:

Using the Travel Authority and Personal Expense form, submit the actual appropriate costs; include receipts for personal travel, accommodation, meals, (and if applicable household moving expenses, along with the 2 moving estimates), in accordance with Financial Procedure 2.2.03. Contact the Hiring department for the claim form.

#### 1.7. No advances or loans for relocation expenses are allowable.

1.8. If a Faculty or Staff member voluntarily leaves the services of the University before the expiry of 2 years from the effective date of appointment, this member will be required to refund a portion of any moving and travel expenses paid. The amount will be calculated on the basis of 1/24 of the allowance for each month of the two year period not yet served.

1.9. The charge to the department for relocation expense will be made at the time of payment of the relocation claim and any recoveries due to termination of the member, will be credited to the department.

## 2. [Contractually Limited \(Temporary\) Faculty or Professional Appointments for Less Than Two Years \(i.e. Sessional Lecturers and Visiting Professors\)](#)

The maximum assistance allowable to meet the costs incurred by the appointee in travelling to relocate in the Guelph area for a Contractually Limited (Temporary) Faculty or Professional appointment is set at \$1500.00. The transportation costs of the appointee's spouse and some Personal goods may be paid within the \$1500.00 maximum, should the appointment be made for a period of 12 months or more. For appointments of less than 12 months, the reimbursable expense will include only the personal transportation for the appointee and some personal goods. All reimbursable expenses are to be evidenced by receipts or invoices where applicable as per Travel Policy FI 2.0.

The University does not wish to provide a duplication of funds to an individual in receipt of a travel grant or allowance from some other source. The University will meet the allowable costs that may be incurred in excess of such travel grant or allowance to the extent that the University payment does not exceed \$1500.00.

2.1. Travel expense allowance may be discussed with the person being recruited to determine the approximate cost of the relocation including, if necessary, the return trip.

2.2. The expenses allowed in [2.1](#) would include the lowest cost and most direct route of travel by railway, car or economy air flight and charges covering some personal goods, including accommodation and food en route.

2.3. The reimbursable costs under this category will exclude the cost of transporting household furniture and appliances and other items such as the following. In very special circumstances exceptions to this list may be granted by the appropriate Dean or Director.

1. shipping charges for cars, boats, grand pianos;
2. hotel accommodation or temporary housing costs while selecting residence or during the period while in Guelph or vicinity;
3. storage of furniture or personal goods;
4. insurance costs over and above \$10.00 of personal flight insurance;

5. detaching and attaching appliances;
  6. housekeeping or cleaning expenses.
- 2.4. It is understood that in providing financial assistance for transportation of the appointee and/or spouse and personal goods, the University does not assume any liability, nor will it be responsible, for injury or loss which may arise during or as a result of the appointee or spouse travelling to and from Guelph or vicinity.
  - 2.5. Upon reaching a satisfactory understanding between the appointee and the interviewer, the details of the agreement and the approximate cost should be included in the total recommendation to senior administrators for the appointment.
  - 2.6. Claims for reimbursement of relocation expenses are to be submitted on a University of Guelph Travel Authority and Personal Expense Form voucher and reimbursed in accordance with Financial Procedure 2.2.03.
3. The foregoing constitutes the University's policy on relocation expenditures. Any departure from the stipulated policy, while possible, will be made only in very special circumstances and on the prior written authority of the Dean or Director.