

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 from the point of departure of the new full-time employee's household to London. To determine the cost of moving an average household weight of 4,000 kilograms from the point of departure of a potential candidate, the Dean/Budget Head or designate should contact the account coordinator of the University's preferred moving company.
[see <http://www.uwo.ca/finance/purchasing/prepare.html>]
 - 2.02 The Dean or Budget Head may, at his or her discretion, withhold reimbursement of travel expenses for a period of up to three months.
- 3.00 Expenses covered shall be for moves to London by the most direct route from the individual's place of residence (normally the last place of full-time employment). Requests for reimbursement of personal expenses should be submitted within three months of the employee's arrival in London.
 - 3.01 Reimbursement of expenses incurred under this policy are subject to the presentation of proper, original receipts.
 - 3.02 Expenses which **may** be covered under this policy include normal and reasonable expenses for:
 - (a) The full cost of one-way personal transportation, normally economy air-fare or equivalent, for the appointee and members of the immediate family. The Dean or Budget Head may elect to have the transportation purchased in advance from the University's contracted travel agent and delivered to the new appointee. Such tickets shall be refundable only to the University.

POLICY 2.17 – Moving Allowances

- (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 the Purchasing Department.
- 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.