

550-0 **Policy**

Whenever a member of the teaching faculty who holds a continuing appointment on one campus of the University transfers permanently to another campus or whenever another appointee is requested or ordered to move from one campus to another, the University will pay the moving expenses.

For possible eligibility for payment of removal expenses for those not eligible under this section, see APM - 560.

550-4 **Definition**

An eligible appointee may receive reimbursement for the following expenses:

- a. Actual traveling expenses for the appointee and family in accordance with University travel regulations as announced by the Senior Vice President—Business and Finance.
- b. Packing, insurance, and freight of the appointee's household goods when properly supported by invoices and receipts.

550-9 **Advance Payment**

In unusual circumstances advance payments for moving expenses may be made provided that the following conditions are met:

- a. The requested advance is approved by the appropriate administrative officer of the receiving campus or location.
- b. The proposed advance does not exceed 75 percent of the amount estimated to be paid by the University as computed by the Accounting Officer.
- c. Procedures concerning advance payments are found in Business and Finance Bulletin G-28, Policy and Regulations Governing Travel.

550-22 **Source of Funds**

Moving expenses resulting from intercampus transfers are paid from the Supplies and Expense Budget of the receiving department. The departmental Supplies and

Expense Budget may be reimbursed from the provision for removal expenses upon certification of need.

550-24 **Authority**

- a. The Chancellor of the receiving campus has the authority to approve moving expenses for intercampus transfer.
- b. The Vice President— Agriculture and Natural Resources and the Provost and Senior Vice President—Academic Affairs have authority to approve moving expenses for intercampus transfers for appointees under their jurisdictions.