Recruitment: APM - 561 - Removal Expenses/Assistants

561-0 Policy

Removal expenses for Teaching Assistants, Teaching Fellows, graduate students appointed as Associates or as Acting Instructors, and Research Assistants in agriculture are authorized to be paid as flat rates depending upon the point of origin of the authorized travel and without regard to actual expenses, in accordance with the schedule described in APM - 561-18.

561-9 Advance Payment

In unusual circumstances, The Regents have authorized the Accounting Officer to make advance payments on removal expenses provided that all the following conditions are met:

a. The requested advance is approved by the Chancellor.

b. The prospective appointee has complied with all necessary requirements for appointment.

c. The proposed advance does not exceed 75 percent of the amount estimated to be paid by the University as computed by the Accounting Office.

561-14 Eligibility

The following titles are eligible for the partial payment of removal expenses under the provisions of APM - 561:

a. Teaching Assistants, Teaching Fellows, and graduate students appointed as Associates or as Acting Instructors, at the time of their initial appointment, recruited within the United States, who are appointed for a full academic year.

b. Teaching Assistants, Teaching Fellows, and graduate students appointed as Associates or as Acting Instructors, at the time of their initial appointment, recruited from outside the United States, who are appointed for a full academic year, but payment requires prior review and approval of the Chancellor. In no case may the maximum payment of $440 be exceeded.

c. Research Assistants in the field of agriculture at the time of their initial appointment, recruited within the United States, who are appointed for a full academic year.

561-16 Restrictions

Payment of removal expense allowances under APM - 561 for travel from points of origin within the State of California is not authorized.

561-18 Rate

Removal expense allowances are authorized to be paid as flat rates according to the following schedule, except that in no case may the maximum payment of $440 be exceeded:

Removal Expense Allowance	Approximate Air Miles From Point of Origin to UC Campus
$440	2,400 and over
$355	1,800 to 2,399
$280	1,300 to 1,799
$225	900 to 1,299
$160	under 900

561-22 Source of Funds

The local provision for removal expenses is used to reimburse the department Supplies and Expense budget for the payment of removal expenses for new academic appointees.

561-24 Authority to Grant

The Chancellor is authorized to approve the payment of removal expenses and advances for removal expenses for those persons eligible as listed in APM - 561-14.

561-94 Application

Application for reimbursement of removal expenses for those titles eligible under APM - 561-14 should follow the procedures of Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation.