

	Universidad Central del Caribe	Policy#	ADR 007
		Implementation Date	May 2006
		Contact	Dean of Administration
	Relocation Expenses Policy	Last Reviewed/Update	February 2020
		Approval by	President

Moving Expenses:

It is the policy of UCC to pay the standard charges for the moving of personal household effects to a maximum of \$1,500, if funds are available. Standard charges do not include automobiles. Under certain conditions, the \$1,500 maximum may be increased. Any such requests for additional funding must be negotiated with and is the responsibility of the Dean of Medicine and dependent on available funds. Whenever possible, external funding available and allowable by the funding agency, should be used to cover the relocation expenses.

The new appointee must obtain estimates from at least two moving companies. The lowest estimate is accepted unless otherwise justified. These estimates are to be submitted to the Dean's Office upon submission of their relocation receipts.

Travel Expenses:

As part of the moving expenses, UCC will also pay travel expenses for the new appointee, to a maximum of economy airfare from their place of residence. In order to qualify for this reimbursement, original receipts are necessary for all travel expenses incurred. Expenses that may also be reimbursed under this policy include:

Immigration Fees:

In addition to the moving and travel expenses, UCC will reimburse the new appointee, if applicable, for the following fees:

1. Application for Permanent Residence fee
2. Employment Authorization

In order to qualify for reimbursement of these fees, original receipts must be presented.

General:

If the new appointee currently lives within a 50 mile radius of UCC, the policy does not apply.

In respect to both traveling expenses and moving of household effects, the place of residence is assumed to be the address to which the letter of appointment is sent, unless specific arrangements in respect to another location have been made.

Questions concerning travel arrangements, advances, or reimbursement for immigration fees should be directed to the office of the Dean of Administration.

Requests for reimbursement should be submitted within 3 months of arrival. Usually, reimbursement is made after the arrival of the new appointee and upon presentation of original receipts. However, should an advance be required for the purpose of relocation arrangements, the request should be directed to the Dean's Office.

Should the new appointee leave the University before completing two years of service, he/she must reimburse the University a portion of any moving 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.

Every effort will be made to recover the relocation expenses for externally funded positions.

III. Reimbursable Expenses

A. Qualified reimbursable expenses

1. Commercial moving company
2. Charges for packing, crating, mailing and/or shipping household goods; and other miscellaneous packing supplies
3. Travel and lodging costs for one trip (employee) from the old residence to the new residence, which may include:
 - a) Actual gas costs, based upon receipts, for local residents
 - b) Airfare (coach only) for employee
 - c) Tolls, taxi, limousine, or parking for local residents

Non-Reimbursable Expenses

A. Expenses not paid by the university include:

1. Travel and lodging costs incurred during additional trips from the old residence to the new residence.
2. Cost of meals at any point in the relocation process.
3. House hunting expenses.
4. Temporary housing.
5. Storage (excluding 30 days in transit)
6. Meals and travel costs incurred by laborers
7. Expenses incurred by other persons.
8. Utility and telephone installation charges
9. Loss of security deposits
10. Real estate expenses
11. Postage costs for realty and mortgage documents
12. Personal telephone calls, tips, movies, or other entertainment
13. Extraordinary items requiring special handling (e.g., boats)
14. Bank fee for cashiers checks

Payment of Moving Expenses

Payment for shipping of household goods, as provided in these guidelines, may be processed as individual reimbursements or direct payment to the carrier(s) via purchase orders.

Reimbursement Option

Employee responsibilities

1. Submit original itemized receipts to the employing unit. The Office of Human Resources will return all original receipts to the employee for tax filing purposes; however, it is strongly recommended that the employing unit or the employee retain copies.

Direct Payment

Employing unit issues a purchase order for direct payment of commercial carriers for moving expenses.

Approved by:

Waleska Crespo

Waleska Crespo, DrPH
President

February 12, 2020

Date