

	ACADEMIC REMOVAL EXPENSES - POLICY OVERVIEW								
Legend X=Allowable, E=Exception									
Policies: APM 560, Business & Finance Bulletin G-13	Professorial	IN RESIDENCE	CLINICAL	HSCP	ADJUNCT	ACAD ADMIN/COORD	ASST UNIV LIBRARIAN	SPECIALIST IN CE	
Household 50%	X	X	E	E	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
Household 100%	E	E	E	E	E - paid if allowed by contract or grant	E - paid if allowed by contract or grant	E	E	
Anywhere 50% is listed, exceptions can be approved by the Dean to pay up to 100%	X								
Exceptions can be approved by the Dean to pay up to 100%, as long as non-state funding is used.		X	X	X					
Packing, insurance, unloading	X	X	X	X			X	X	
unpacking	No	No	No	No	No	No	No	No	
Moving self:									
cost to rent van, truck (50%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
equipment (i.e. hand truck rental) (50%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
supplies(i.e., boxes) (50%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
supplies (i.e., boxes) packing library (100%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
One small animal (no boarding fees- kennels) (50%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
Vehicles/household:									
shipped - 50%	X	E	E	E	E	E	E	E	
driven (gas or mileage at removal rate) (50%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	

Legend X=Allowable, E=Exception	PROFESSORIAL	IN RESIDENCE	CLINICAL ____	HSCP	ADJUNCT	ACAD ADMIN/ COORD	ASST UNIV LIBRARIAN	SPECIALIST IN CE	
1 night lodging	E	E	E	E	E	E	E	E	
Meals	E	E	E	E	E	E	E	E	
Library 100%	X	X	X	X	X - paid if allowed by contract or grant	??	X	X	
LAB (if authorized by dept., not paid by central funds)	X	X	X	X	X - paid if allowed by contract or grant	??	X	X	
Storage short term during move	E	E	E	E	E	E	E	E	
Rental car - 1 day at each end of move (50%)	E	E	E	E	E	E	E	E	
househunting trip			See travel policy this is a separate form						
transportation			See travel policy this is a separate form						
meals			See travel policy this is a separate form						
lodging			See travel policy this is a separate form						
Not Reimbursable (Not even by exception)									
Animals (except household pets) See above									
kenneling household pets									
Plants									
motorized recreation vehicles (See above)									
food stuffs									
building supplies									
storage sheds									
farm equipment									
firewood									
tipping movers									
connecting/disconnect utilities									
Visa-Photo									
Passport processing expenses									
return trips to former residence to help move									
NOTE: Anywhere that 50% is listed for the Professorial series faculty, exceptions can be approved by the Dean to pay up to 100% . Anywhere that 50% is listed for the Professor in Residence, Clinical ____ or Health Sciences Clinical Professor series, exceptions can be approved by the Dean to pay up to 100% . All other exceptions must be approved by the Vice Provost - Academic Affairs									
NOTE: please consult with <u>Graduate Studies</u> about removal expenses eligibility for TA's, GSR's and Postdocs									
NOTE: please consult with <u>Academic Affairs</u> about removal expenses eligibility for academic appointees covered by the Academic Researchers (RA) Unit and Unit 18 Lecturers									