



Policy and Procedure on Payment of Moving Expenses

(Approved by the President on January 18, 2005)

I. PURPOSE & APPLICABILITY

This procedure is established to implement BOR VII - 4.40 Policy on Payment of Moving Expenses.

II. BACKGROUND

BOR VII - 4.40 requires that procedures be established by each USM institution to implement this policy.

III. DEFINITIONS

Unit Head - a Center Director, Vice President, or the President.

IV. POLICY

- A. The President of UMBI hereby delegates authority to approve payment of moving expenses consistent with BOR VII - 4.40 to the applicable Unit Head.
- B. Unit Heads are cautioned to approve such payments equitably within their Units.

V. PROCEDURE

- A. In the official offer letter, a Unit Head shall specify whether and what kind of moving expenses will be paid for the new employee (such as laboratory materials and equipment and/or household goods).
- B. The official offer letter shall also specify a dollar limit that will be paid for moving expenses.
- C. The Unit Head or designee shall contact the appropriate Office of Procurement to obtain the necessary services using appropriate procurement methods.

APPROVED: Jennie C. Hunter-Cevera