

DRAFT – Recruitment: APM - 560 – Removal Expenses/General

560-0 Policy

Removal expenses may be provided for certain new appointees (see APM - 560-14) to academic positions. Removal expenses are not provided automatically nor do they constitute a perquisite of University employment; they are paid in accordance with the purpose and procedure described below.

560-2 Purpose

Partial payment of removal expenses is a privilege which may be accorded to qualified persons in order to expand the geographical area for selection of permanent academic staff and thus enhance the effectiveness of University recruitment.

560-4 Definition

Removal expenses for which the University may reimburse eligible personnel are as follows:

a. Reimbursement for the total cost

Removal of a personal library belonging to a newly-hired faculty member, if such library is to be made generally available to students and faculty.

b. Reimbursement for one-half the total cost

- 1) Packing, freight (but not storage) and insurance of household goods, when properly supported by invoices and receipts.
- 2) Aircoach transportation for appointee and immediate family or an equivalent amount for other travel in accordance with standard airline fare policies and University travel regulations as announced by the Senior Vice President – Business and Finance.
- 3) Meals en route for appointee and immediate family in accordance with University travel regulations as issued by the Senior Vice President – Business and Finance. If travel is by automobile, the cost of meals is an allowable expense only to the extent that might have been necessary if travel had been by air coach.

560-9 Advance Payment

In unusual circumstances, advance payments on removal expenses may be made provided that all the following conditions are met:

- a. The prospective appointee has complied with all necessary requirements for the appointment.
- 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.

560-14 Eligibility

Academic appointees who fulfill the following requirements are eligible for payment of removal expenses:

- a. Academic appointees with any of the following title series and titles: Professor series, Professor of Teaching series, Astronomer series, Agronomist in the Agricultural Experiment Station series, Cooperative Extension Advisor series, Specialist in Cooperative Extension series, Professor in Residence series, Supervisor of Physical Education series, Continuing Educator series, Field Work Supervisor, Supervisor of Teacher Education, Supervisor of Teaching, Assistant University Librarian, Associate University Librarian, and University Librarian.
- b. If the nominating department provides reasonable assurance of its intention to recommend the Acting appointee for regular academic rank within one year following the initial acting appointment, the Acting appointee may be allowed removal expenses. In accordance with existing University policy on removal expenses, this allowance, which may be made without reference to any emergency aspects of the appointment, requires approval by the Chancellor.
- c. Appointees to the Professional Research series (this excludes Research Assistants) and to the title Post-graduate Research (e.g., *Physicist*) may be reimbursed for removal expenses in those cases in which such payment is an allowable cost under the contract or grant. Those who have received travel expenses in accordance with [APM - 570-0](#) and who later are continued beyond the original term of employment are eligible for reimbursement of removal expenses beyond the amount of travel expenses previously received; such reimbursement being subject to the policy then in effect governing such reimbursement for professional research personnel. It is not necessary that a specific provision for the purpose of making reimbursement for removal expenses appear in the itemized budget if it can be established that it is allowable cost under the general terms of the contract or grant.
- d. Visiting appointees who are subsequently appointed to the regular faculty ranks or to the regular Professional Research series are eligible for reimbursement of removal expenses beyond the amount of travel expenses previously reimbursed. Such reimbursement is subject to the policy then in effect governing such reimbursement for the regular faculty.
- e. Teaching Assistants, graduate students appointed as Associates or as Acting Instructors, and Research Assistants in agriculture are provided certain sums for removal expenses in accordance with the provisions set forth in [APM - 561](#).
- f. Lecturer and Senior Lecturer appointees are not eligible for removal expenses, but see [APM - 283-20-e](#). for conditions under which some traveling expenses may be allowed.

560-16 Limitations

Since removal expenses are granted to the household and not to the individual members thereof, payment may not exceed more than one-half of the actual removal expenses for any one household even though more than one member of the same household may at the same time be appointed to the University staff.

560-22 Source of Funds

Removal expenses for persons whose appointment is funded entirely from extramural funds must be paid from non-State funds.

560-24 Authority to Grant

The Chancellor, the Provost and Senior Vice President – Academic Affairs, and the Vice President – Agriculture and Natural Resources are authorized to approve the payment of removal expenses and advances for removal expenses for those persons eligible as listed in APM - 560-14. They are further authorized to make exceptions in individual cases to APM - 560-4 and 560-14.

560-94 Application

Application for reimbursement of removal expenses should follow the procedures of Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation.

Revision History

Month DD, 20YY

- Add the Professor of Teaching series to the list of titles eligible for removal expenses.
- Technical revision to replace “Continuing Education Specialist” with “Continuing Educator” to align with the title change adopted in APM - 340.
- Technical revision to remove reference to the title “Teaching Fellow,” which is no longer in use.

For details on prior revisions, please visit the [policy issuance web page](#).