

DATE: April 23, 2009

TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors and Department Heads, Assistants to the Deans and Vice Presidents, and Departmental Administrators and Office Managers

FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs and Chief Financial Officer

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SUBJECT: REIMBURSEMENT OF MOVING EXPENSES FOR NEW EMPLOYEES

The Health Science Center Handbook of Operating Procedures Policy 6.1.5 related to the institutional policy for payment of moving expenses has been revised. **Effective immediately, expenses for relocation of household goods for new employees will be paid by reimbursement to the individual employee only. Direct billing by the moving company to the Health Science Center is no longer allowed.**

Departments who have approved the payment of moving expenses for newly hired faculty should advise the employee to execute their move directly with the vendor and seek reimbursement from the Health Science Center after payment has been made. Requests for reimbursement should be submitted on a Health Science Center Local/State Voucher (see HSC Handbook of Operating Procedures Policy 6.1.8 and 6.2.19). For convenience, the Health Science Center has negotiated contracts with transit companies that newly hired faculty may utilize to obtain moving services.

This change in policy does not apply to relocation expenses associated with the movement of equipment and other items moved to Health Science Center property. These items may continue to be paid through a direct billing arrangement with an institutional contracted vendor or other vendors selected by the department.

If you have any questions regarding this change or obtaining the services of contracted transit vendors, please contact Virginia Rojas, in the Office of Accounting at 2-6230.

PLEASE DISTRIBUTE THIS INFORMATION TO THE APPROPRIATE INDIVIDUALS IN YOUR DEPARTMENT.