

Removal of Newly Hired Faculty

Moving Company:

New faculty recruits can use the moving company of their choice and be reimbursed for the (allowable) costs. Or, the moving company can direct bill the university for the expense (up to the removal limit, generally \$10,000) and the department submits a **Removal Payment Request** form to Travel Accounting in order to process payment. This is paid from faculty start-up, so the faculty member can avoid out of pocket expenses (up to the removal amount). General info here: http://www.bfs.ucsb.edu/travel_entertainment/moving-relocation

If the faculty member needs to request an advance to cover the removal costs, the department should complete the **Removal Payment Request Form** at http://www.bfs.ucsb.edu/travel_entertainment/forms - attach a copy of the estimate provided by the moving company. The form does not need to include a TripID for this purpose, so simply leave the TripID box empty.

A travel advance can be issued prior to the faculty person's start date; an advance can only be issued before the move has been completed.

Upon the conclusion of the removal use the **Removal Voucher** form at http://www.bfs.ucsb.edu/travel_entertainment/forms/moving-relocation to process the final clearing of the removal. This form used to be the travel expense voucher when they were done via hard copy but has been renamed as it can now only be used for removal (all other travel expenses reimbursements are processed via the on-line system).

Please remind candidates that some parts of the removal expenses are taxable. By familiarizing themselves with the guidelines set forth in the Moving and Relocation Policy (BFB G-13) document and/or filling out the Moving & Relocation Worksheet (either by you or them), they will know approximately how much they can expect to receive.

Allowable items for transport:

Please note that removal automatically covers the transport of most household items, but some items are not allowed (such as the cost of transporting boats and more than two motor vehicles); others are allowed, but require an exception to policy. See Red Binder I-20: http://ap.ucsb.edu/policies.and.procedures/red.binder/sections/%5B1_20%5D%20Removal%20Expenses.pdf

Staged Moves:

Finally, removal covers one single move. If faculty need to move in a couple of stages over a period of time (*note: faculty removal should be completed within 12 months of appointment begin date*), the department needs to request an exception to policy to allow for a staged move **before** the first stage takes place. Staged moves are commonly done but should be requested in advance to allow time to get the exception approved. The memo needs to be addressed to the AVC, via the Dean and come from the Department Chair.

Please see <http://policy.ucop.edu/doc/3420347/BFB-G-13> and http://www.ucop.edu/academic-personnel/_files/apm/apm-560.pdf for the other referenced documents.