

ACADEMIC AFFAIRS POLICY LETTER

October 18, 2002

02:4

Reimbursement of Moving Expenses

Consistent with Business Policy #2002:02, Moving Expenses, the Vice President for Academic Affairs is authorized to approve reimbursement of moving expenses for new Academic Affairs Division employees.

Reimbursement for moving expenses will be 5% of the new hire's base salary, not to exceed \$3,000. The cost of the reimbursement will be shared equally (50/50) between the Vice President for Academic Affairs and the College.

Deans will obtain Vice President for Academic Affairs approval to offer reimbursement for moving expenses before extending an offer. The request must be consistent with Business Policy #2002:02, Moving Expenses.