

<b>ACADEMIC REMOVAL EXPENSES - POLICY OVERVIEW</b>										
<b>Legend</b> X=Allowable, E=Exception										
<b>Policies: APM 560, Business &amp; Finance Bulletin G-13</b>	Professorial	IN RESIDENCE	CLINICAL	HSCP	PROF RESEARCHER/ ADJUNCT	PROJECT SCI/SPECIALIST	ACAD ADMIN/ COORD	ASST UNIV LIBRARIAN	SPECIALIST IN CE	GRADUATE TITLES
Household 50%	X	X	E	E	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	F ( MAXIMUM OF \$440)
Household 100%	E	E	E	E	E - paid if allowed by contract or grant	E - paid if allowed by contract or grant	E - paid if allowed by contract or grant	E	E	
<b>Anywhere 50% is listed, exceptions can be approved by the Dean to pay up to 100%</b>	X									
<b>Exceptions can be approved by the Dean to pay up to 100%, as long as funding is non-state funding</b>		X	X	X						
Packing, insurance, unloading	X	X	X	X				X	X	
unpacking	No	No	No	No	No	No	No	No	No	
<b>Moving self:</b>										
cost to rent van, truck (50%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
equipment (i.e. hand truck rental) (50%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
supplies(i.e., boxes) (50%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
supplies (i.e., boxes) packing library (100%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
One small animal (no boarding fees- kennels) (50%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	
<b>Vehicles/household</b>										
shipped - 50%	X	E	E	E	E	E	E	E	E	
driven (gas or mileage at removal rate) (50%)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	E - paid if allowed by contract or grant	X	X	

	PROFESSORIAL	IN RESIDENCE	CLINICAL ___	HSCP	PROF RESEARCHER/ ADJUNCT	PROJECT SCI/SPECIALIST	ACAD ADMIN/ COORD	ASST UNIV LIBRARIAN	SPECIALIST IN CE	GRADUATE TITLES
1 night lodging	E	E	E	E	E	E	E	E	E	
Meals	E	E	E	E	E	E	E	E	E	
Library 100%	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	??	X	X	
LAB (if authorized by dept., not paid by central funds)	X	X	X	X	X - paid if allowed by contract or grant	E - paid if allowed by contract or grant	??	X	X	
Storage short term during move	E	E	E	E	E	E	E	E	E	
Rental car - 1 day at each end of move (50%)	E	E	E	E	E	E	E	E	E	
househunting trip										
transportation										
meals										
lodging										
<b>Not Reimbursable (Not even by exception)</b>										
Animals (except household pets)										
kenneling household pets										
Plants										
motorized recreation vehicles (See above)										
food stuffs										
building supplies										
storage sheds										
farm equipment										
firewood										
tipping movers										
connecting/disconnect utilities										
Visa-Photo										
Passport processing expenses										
return trips to former residence to help move										
NOTE: Anywhere that 50% is listed for the Professorial series faculty, exceptions can be approved by the Dean to pay up to 100% .										
Anywhere that 50% is listed for the Professor in Residence, Clinical ___ or Health Sciences Clinical Professor series, exceptions can be approved by the Dean to pay up to 100% .										
All other exceptions must be approved by the Vice Provost - Academic Personnel										
NOTE: TA's Research Assistants appointed for 3 consecutive quarters at 50% time or more get \$440 maximum, approval of removal expenses has been redelegated to the Dean.										
Graduate Student Researchers and other graduate titles can receive up to a maximum of \$440 by exception										
Follow UCD-560 for Removal expenses for Post-Doctoral Scholars, approval of removal expenses has been redelegated to the Dean.										
NOTE: Lecturers should read the Unit 18 contract for information on removal expenses										