



National University of Health Sciences General Policies

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| Title: Moving Assistance | Page | 1 | of | 1 |
| Date Adopted: 08/13/90 | Date(s) Revised: | 11/13/91 | | |
| <i>James Winterstein</i> | | <i>11-10-08</i> | | |
| President | | Date | | |

POLICY STATEMENT

The policy of the University for assistance to approved faculty or administrative personnel for moving household furnishings and personal possessions one way to a University campus area is as follows:

Procedure

Reimbursement:

| MILES FROM EMPLOYEE'S OLD RESIDENCE TO UNIVERSITY CAMPUS AREA | PERCENT OF MOVER'S ESTIMATE | ASSISTANCE NOT ALLOWED TO EXCEED |
|---|-----------------------------|----------------------------------|
| Up to 100 miles | 80% | \$1,000 |
| 101 to 500 miles | 70% | \$2,000 |
| 501 to 1,000 miles | 65% | \$3,000 |
| 1,001 miles and over | 60% | \$4,500 |

This policy does not include assistance for moving automobiles, nor does it provide for lodging or meals while in transit to the moving location, nor does it provide for commuting between the new employee's old residence and new residence.

Such moving assistance is not automatic, but must be specified in a written agreement between the new employee and the University. In providing such assistance, the University assumes no responsibility for any loss whatsoever incurred by the move.

The University reserves the right to waive, modify, or rescind any or all parts of this policy at any time. If the actual moving cost is less than the estimate, the University will reimburse the new employee in an amount equal to the percentage of the lower cost.