

OFFICE OF THE SENIOR VICE CHANCELLOR
ACADEMIC AFFAIRS

October 9, 2003

GENERAL CAMPUS DEPARTMENT CHAIRS/DIRECTORS
DEANS/PROVOSTS/ASSOCIATE VICE CHANCELLORS

To expedite the payment of removal and moving expenses, effective October 1, 2003, the Senior Vice Chancellor re-delegated approval authority to academic deans, department chairs, and directors of organized research units. Past policy limited payment of moving expenses to 50% of allowable costs and required that all payment requests be approved by the Senior Vice Chancellor. Revised guidelines grant department chairs and ORU directors the authority to approve payment up to 100% of allowable moving expenses and grant academic deans the authority to approve exceptions to policy. The approval authority for payment of moving expenses has been modified as follows:

Department chairs and ORU directors are delegated the authority to approve up to 100% of allowable removal and moving expenses for academic appointees subject to the following requirements:

- Full compliance with all policies and procedures governing moves and travel including those set forth in Sections 550, 560, and 561 of the Academic Personnel Manual; UCSD Academic Personnel policy; and UCSD Disbursements and Travel policy.
- The availability of appropriate funding.

Academic division and school deans are delegated the authority to grant exceptions to UCSD Academic Personnel policy governing removal and moving expenses for academic appointees subject to the following requirements.

- The Vice Chancellor for Research will approve all exceptions to policy for post-doctoral scholars and for ORU appointees in the professional research and specialist series.
- Exceptions will be reported to the Academic Personnel Office at the time of authorization.
- The availability of appropriate funding.

This delegation of authority may not be re-delegated further.

UCSD Academic Personnel policy and procedural guidelines for moving expenses can be viewed at the Academic Affairs web site at

<http://academicaffairs.ucsd.edu/offices/compensation/MovingExp.htm>

For further information pertaining to academic personnel policy, guidelines, procedures, and other related sites, please visit the Academic Affairs web site at

<http://academicaffairs.ucsd.edu/offices/apo/default.htm>.

If you have questions regarding the delegation of moving expenses for academic appointees, please contact Tricia Takacs at ttakacs@ucsd.edu.

David R. Miller
Acting Senior Vice Chancellor