

OFFICE OF THE SENIOR VICE CHANCELLOR
ACADEMIC AFFAIRS

March 1, 2004

VICE CHANCELLOR HOLMES

To expedite the payment of removal and moving expenses, effective March 1, 2004, the Acting Senior Vice Chancellor re-delegated approval authority to the Vice Chancellor for Health Sciences. 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 the Vice Chancellor for Health Sciences the authority to approve payment up to 100% of allowable moving expenses and the authority to approve exceptions to policy.

Approval of allowable removal and moving expenses for academic appointees is 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.

Approval of exceptions to UCSD Academic Personnel policy governing removal and moving expenses for academic appointees is subject to the following requirements:

- The Vice Chancellor for Research will approve all exceptions to policy for postdoctoral scholars.
- The availability of appropriate funding.

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, Interim Director, Academic Personnel, at ttakacs@ucsd.edu.

David R. Miller
Acting Senior Vice Chancellor