

Policy Number	Subject	Effective Date	Revised Date
4.0090P	Eligibility for Moving Expenses	02/01/06	
Responsible Division / Department: Administration & Finance / Human Resources			
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

The purpose of this policy is to certify employment eligibility for moving expenses of new hires.

II. STATEMENT OF POLICY

- A. Hiring departments may cover moving expenses of new hires if such payment is clearly in the best interest of the University.
- B. The Office of Human Resources will certify request upon determination of employment eligibility of the prospective employee upon the hiring department's completion of and submission of the Moving Expenses Request found on the OHR website at www.unf.edu/dept/humanres.
- C. Payment of moving expenses shall ordinarily be limited to the cost of packing and shipping of household goods not to exceed 15,000 pounds, and reasonable expenses incurred for moving an automobile.
- D. The University will not authorize payment for cleaning of any residence in connection with the move, the unpacking of household goods, or payment of expenses, other than those discussed above, associated with the household move of the employee or family members.

Adopted by the University of North Florida Board of Trustees as part of the University's Personnel Program on January 26, 2006.