




To: CCT Senior Staff and Operations

From: Edward Seidel, Director
Center for Computation and Technology 

Date: 29 March 2005 (Revised)

Subject: CCTPS-03 Employee Moving Expense Reimbursement Policy

The purpose of the CCT Employee Moving Expense Reimbursement Policy is to create consistency in the way that moving expense reimbursements are offered and budgeted. As with all CCT operating policies, CCT's moving expense reimbursement process must be fully compliant with university policy and procedures. Specifically, this policy must comply with FASOP: AS-01, titled *Relocation Reimbursement*.

CCTPS-03

For all faculty, senior professional, research staff, postdocs, and visiting faculty appointments, CCT can offer relocation reimbursements for allowable expenses up to the following amounts:

- (1) Faculty, senior professional, research staff appointees can be offered up to
 - (a) \$3,000 for relocation within the United States,
 - (b) \$5,000 for relocation from outside of the United States;
- (2) PostDoc appointees (1 and 2 year appointments) can be offered up to
 - (a) \$1,500 for relocation within the United States,
 - (b) \$3,000 for relocation from outside of the United States;
- (3) Visiting faculty appointees can be offered up to
 - (a) \$1,000 for relocation within the United States,
 - (b) \$1,700 for relocation from outside of the United States.

The relocation reimbursement offer is non-transferable and is contingent on availability of funds. All financial commitments related to new appointments must be reviewed by the CCT Director and/or the Deputy Director or the Assistant Director of Operations acting in coordination with and on behalf of the CCT Director. Relocation reimbursements should be considered an optional benefit, and reimbursement requests greater than the pre-approved amount require a letter of justification from the appointee's supervisor and written approval by the CCT Director. Distinguished PostDocs and impact hires are exempt from this policy.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT Director.