Policy Statement. Moving expense reimbursements must be approved by the appropriate Vice President or President before payment is processed, regardless of the source of funding.

Application of Policy. All University

Definitions. None

Procedures and Responsibilities. Moving expense reimbursements must be approved by the appropriate Vice President or President before payment is processed, regardless of the source of funding. A copy of the new employee’s hiring letter or employment contract, which clearly authorizes and defines such expenses, must be attached to the requisition. A copy of the moving company contract or invoice/bill of lading should be attached to the document presented to Purchasing & Payment Services requesting reimbursement. If receipts for the cost of moving are not provided by the new employee, the reimbursement for moving will be taxable.

If a purchase order is to be issued by UNT to the vendor (rather than reimbursing the new employee), a requisition must be submitted, and a copy of the employee’s hiring letter must be attached. Purchasing requirements outlined in Policy 10.043 must be followed.

Responsible Party: Associate Vice President for Finance/Controller

References and Cross-references. UNT Policy 10.043, Purchasing Services

Approved: 1/1/1990
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