

<b>Policies of the University of North Texas</b>	Chapter 10
<b>10.013 Moving</b>	<b>Fiscal Management</b>

**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

Effective:

Revised: 8/93; 8/98; 5/01; 11/05;

\*4/2011 format only