Procedure for Relocation of Postdoctoral Fellows

NOT IN EFFECT UNTIL JANUARY 1, 2027



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Effective Date: 2027-01-01

Responsible Unit: Office of the Associate Vice-President (Finance) and Chief Financial Officer

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Definitions

Personal Effects: Refers to normal household goods and effects such as furniture, clothing, and items of a personal nature. Personal effects do not include motor vehicles, boats, antique collections, pets, unusually heavy hobby items and the like.

Postdoctoral Fellow: As defined in the *Postdoctoral Fellow Policy*.

Receipt: The proof of travel expense payment required to support the amount requested for reimbursement on a travel expense claim.

Scholarly Effects: Refers to scholarly and technical books, and technical equipment relevant to the newly appointed employee's scholarly activity.

Unit Head: Those holding the responsibility of a unit's budget and activities (or their delegate), with the authority to approve travel and the ability to assess that such travel is necessary, reasonable, legitimate, and appropriate.

University: Memorial University

Procedure

1. General

1.1. This procedure supplements the Travel Expense Management Policy and related policies and procedures and should be read together with those documents. Where a Traveller is subject to a contract or agreement that requires alternative arrangements, those arrangements will be supported during the authorization and claims process with such provisions attached.

1.2. Appointees should consult their Unit Head, unit financial administrator and / or Financial Services when clarification is required.

1.3. Travel must be arranged and paid for by the appointee and reimbursed to the appointee after arrival (see *Expense Reimbursement* below).

2. Establish Upper Limit for Relocation

2.1. Relocation costs are the budget responsibility of the sponsoring academic unit or supporting research grant.

2.2. Unit Heads of individual academic units are permitted to prescribe an upper limit on the costs which the unit is prepared to pay with the limit clearly stated in the letter of appointment sent to the Postdoctoral Fellow, a copy of which should be forwarded to the Director of Financial and Administrative Services.

2.3. Prior to the issue of the employment contract, appointees will provide the number of legal dependents (partner/spouse and children) they have or expect to have by the time of the proposed appointment if such dependents will accompany them.

3. Eligible Relocation Expenses

3.1. In accordance with the employment contract, relevant collective agreements in effect, and the upper limit on relocation costs established by the Unit Head, a Postdoctoral Fellow shall be, with Receipts, reimbursed for:

a) Airfare as per the standard set out in the *Procedure for Travel Expense Management* for the appointee, their partner/spouse and any legally dependent children. One-way airfare will be reimbursed on arrival, with the return portion of the fare to be reimbursed upon completion of the employment period.

b) Postdoctoral Fellows are not eligible for reimbursement of any other travel expenses, including the removal of Personal or Scholarly Effects. Unit Heads will advise prospective candidates that they will not receive funding to assist with removal of such goods.

4. Expense Reimbursement

4.1. After arrival at the applicable University campus, the appointee will submit a travel expense claim with appropriate Receipts as per the *Procedure for Travel Claims and Reimbursement.*

4.2. When an appointee chooses to relocate by an indirect route or transportation method that extends travel time and cost, the appointee will be reimbursed for their actual cost of travel with Receipts to a maximum of the estimated cost of

the most reasonable travel route by the most cost-effective means of transportation.

Related Documents

Schedule of Reimbursable Expenses
Procedure for Travel Authorization
Procedure for Travel Claims and Reimbursement
Procedure for Travel Expense Management
Travel Claim Form

Policies using this Procedure:

Travel Expense Management Policy