

## Relocation Process Checklist for Faculty and Senior Management

### Offer

- Receive letter of offer from your department confirming the terms and condition of your relocation funding.
- Sign and return offer letter to your department.

### Transporting Your Household Goods

- Receive and complete the UBC Contact and Information Sheet from your department.
- Contact one of UBC's designated moving companies to arrange a physical survey. Please complete and submit the UBC Contact and Information Sheet to Quality Move Management (QMM). The CAUBO vendors: Armstrong and AMJ Campbell may require different documents to initiate the move.
- Receive estimated quote(s) from the designated moving company(ies) and select your preferred quote if you have more than one quote.
- Department administrator sets up a Purchase Order for your relocation through Financial Operations in Vancouver. If the moving company doesn't send the quote to your department, please forward a copy of the quote to your department administrator. Financial Operations will send the Purchase Order number to your department administrator and the moving company.
- The moving company picks up and loads your household goods.
- The moving company sends a final invoice and your department will pay it from the Purchase Order.
- If the cost of the move exceeds your relocation allowance, reimburse your department for the excess amount.

### Other Relocation Expenses

- Pay for other relocation expenses, such as travel, immigration fees, etc. up front.
- Submit your receipts or invoices and any other supporting documentation to your department for reimbursement of your eligible relocation expenses.
- Receive reimbursement for your relocation expenses.

### Leaving UBC

- If you voluntarily leave the University within a 24-month period of your start date, reimburse the University for the amount of your relocation funding on a pro-rated basis.