

University of Toronto Scarborough Guidelines for Reimbursement of Search and Moving Costs

Departments are responsible for the search and moving costs for academic appointments. The Office of the Dean and Vice-Principal (Academic) will assist departments with these expenses according to the following guidelines:

1. Search and moving costs for all full-time tenure stream, teaching stream, and CLTA positions are eligible for reimbursement.
2. Reimbursement for search costs will be provided up to a maximum of \$10,000 for tenure stream faculty and \$3,000 for teaching stream faculty. Searches for CLTA positions normally will not exceed \$3,000 without prior approval.
3. These guidelines apply to all UTSC academic departments and any department on the St. George or UTM campuses wishing to be reimbursed for search costs incurred during a search for an eligible position at UTSC.
4. Advertising in some journals can be very expensive. Care should be taken in choosing the venues for advertising. Where possible, efforts should be made to maximize the use of resources, for example by using one advertisement for multiple positions, including positions in other departments, if feasible. The Dean's Office can provide assistance with advertising for multiple positions.
5. For all eligible searches, the Dean must approve the short-list before candidates are invited for a visit. The normal limit to the number of candidates on a short-list is three. The expenses for more than three candidates to visit campus will not be reimbursed unless the Dean has approved the extended short-list.
6. Eligible expenses for candidate visits are:
 - a. Transportation costs for candidates. Choose the most economical means of transportation and ensure they comply with University travel reimbursement policies.
 - b. Accommodation for the candidates in Toronto. Use one of the University's preferred hotels, which provide university rates. The location of the hotel (downtown or Scarborough) will depend on the location of the interviews. The Business Officer can provide assistance in identifying preferred hotels with university rates. Consider purchasing flight and accommodation packages. This is possible through travel providers such as Expedia.
 - c. Lunch and dinner for the candidate with guests. There is a maximum of four guests per meal. The Chair of the search committee, or his/her delegate from UTSC, must attend. The meal and alcohol limit per person is normally \$80 for dinner and \$30 for lunch. Note that new provincial regulations mandate the provision of itemized meal receipts and the restriction of alcohol consumption to a "reasonable" amount.

7. Ineligible expenses include:
 - a. Travel expenses of University employees participating in search activities, including interviews and meals.
 - b. Travel expenses of University employees attending conferences with the secondary purpose of interviewing candidates.

8. Eligible expenses for travel and moving costs to Toronto are:
 - a. 100% travel to Toronto for the employee and immediate family, i.e. spouse and children.
 - b. Either two thirds of the cost of moving household effects by a licensed mover or 100% of a moving vehicle rental, gas, and related supplies. The employee must provide at least two estimates of moving costs to the Chair for prior approval.
 - c. If travel or moving costs are estimated to exceed \$5,000, they should be approved in advance by the Financial Manager, Office of the Dean and Vice-Principal (Academic). Securing quotations may be a time-consuming process. Therefore, as soon as an offer of employment has been accepted, the department should encourage the successful candidate to obtain two quotations from licensed moving companies as quickly as possible and send them to the department well in advance of the employment start date.
 - d. The department is responsible for reimbursing the employee and will subsequently request reimbursement from the Office of the Dean and Vice-Principal (Academic).

9. The following travel and moving costs are ineligible for reimbursement by the Office of the Dean and Vice-Principal (Academic), except under exceptional circumstances:
 - a. temporary housing
 - b. meals or accommodation while in transit
 - c. taxis, limousines to or from airport
 - d. exit visas, medical examinations, passport fees
 - e. storage of household effects
 - f. claims for damages
 - g. house hunting

8. All requests for reimbursement of search costs must be submitted within one year. Reimbursements for moving costs should be submitted no later than six months following the move.