

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 Quality Move Management (QMM) to arrange a physical survey and submit the UBC Contact and Information Sheet.
- Receive estimated quote from QMM and your department administrator will set up a Purchase Order for your relocation through Financial Operations in Vancouver. If QMM 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.
- QMM picks up and loads your household goods.
- QMM 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. Your department will submit your expenses to Financial Operations in Vancouver or Finance Operations, UBC Okanagan in Kelowna to process reimbursement.
- 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.