

Faculty of Health Sciences

www.fhs.mcmaster.ca

University Relocation Policy

www.mcmaster.ca/mufa/handbook/relocat.htm

Harvey Movers

harveymoving.com/site/

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**Information
for
Full Time Faculty**



**Moving
Expenses**

McMaster University is located in Hamilton, Ontario, on a 300-acre property that is sheltered by the Niagara Escarpment and bordered by conservation land and the Royal Botanical Gardens. Situated at the head of Lake Ontario, Hamilton is the third largest city in the province, and the region is one of the fastest growing in Canada.



Within minutes of award winning wineries and surrounded by lush farmland, Hamilton offers its residents a country lifestyle with all the benefits of a booming city. Affordable housing, together with access to world class athletic facilities, beautiful hiking and cycling trails, outstanding restaurants, and local theater make Hamilton one of the fastest growing cities in the country. Hamilton is also within an hour's drive of Toronto and is the same distance to the U.S. border (Buffalo, New York).

Please note the information below is applicable only to those appointed to Full Time faculty positions for a minimum of 2 years in duration.

Moving Expenses

The University will pay the standard charges for the moving of personal household effects to a maximum of \$3,000. Expenses incurred above this amount may be eligible for reimbursement through your Academic Department and this will be documented in your preliminary letter of offer.

University Movers

The University maintains a service agreement with Harvey's Movers. <http://harveymoving.com/site/>

Should you wish to use an alternative mover, you **must** obtain estimates from at least two additional moving companies. Normally, the lowest estimate is accepted. These estimates are to be submitted to your Department upon submission of your relocation receipts.

Timeline

New appointees wishing to take advantage of these arrangements are required to do so within six months of the effective date of their appointment unless an extension of this time limit is approved, in advance, by the appropriate Department.

Reimbursement

Requests for reimbursement should be submitted within 3 months of the move. Reimbursement is made upon presentation of original receipts.

Should the new appointee leave the University before completing two years of service, he/she must reimburse the University and Department a portion of any moving expenses paid.

Travel expenses

In addition to the moving expenses, McMaster University will also pay travel expenses for the new appointee, his/her spouse and dependent children, to a maximum of economy airfare by the most direct route from their place of residence to the Hamilton vicinity. In order to qualify for this reimbursement, original receipts are necessary for all travel expenses incurred. Expenses which may also be reimbursed under this policy include:

either

The cost of meals and accommodations required in transit, and up to one week, while awaiting permanent accommodation in the Hamilton vicinity.

or

The one-time full cost of two-way (return) transportation, to a maximum of economy airfare or equivalent, for the individual and spouse, if applicable, in advance of the relocation for the sole purpose of searching for and establishing residence in the Hamilton vicinity.