

# LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

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## USE OF AGRICULTURAL CENTER FUNDS TO REIMBURSE MOVING EXPENSES

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### **Purpose**

To state a policy on the use of Agricultural Center funds to reimburse moving expenses.

### **Definition**

Moving expenses include the costs of moving household goods, the effects of a new employee or an existing employee who is being transferred to another location within the state in the interest of the Agricultural Center and related travel expenses.

### **General Policy**

With prior approval of the respective Vice Chancellor and Director, the units may, within the reimbursement procedures and when unit funds are available, reimburse new or transferred employees for moving household goods and other personal property and pay travel expenses for the employee associated with the move, if it is determined to be in the best interest of the LSU Agricultural Center.

### **Reimbursement Procedure**

Reimbursement will be limited to 75% of actual costs up to a maximum of \$3,000 for moving and travel expenses combined. Specific reimbursement limits may be established by a unit within the limitations outlined in the previous sentence.

University purchasing and travel rules and regulations are to be followed. Quotes from moving companies and receipts as prescribed within these rules and regulations must be provided. Travel expenses associated with a spouse in connection with moving cannot be paid from state or federal appropriated funds.