

**Article 18**  
**MOVING EXPENSES**

- A. Moving expenses may be granted at the sole discretion of the University. Expenses approved in advance by the University and supported by invoices and receipts shall be paid for costs incurred for packing, insurance, transportation, storage in transit (not to exceed 30 calendar days), unpacking and installation of the employee's household effects at a new location. Actual travel expenses for the employee and the employee's immediate family, not to exceed air coach transportation cost, and the cost of meals en route for the employee and the employee's immediate family, not to exceed the University allowance for individual meals, shall be paid by the University. No expenses are due an employee if the University determines that the new work location is within reasonable commuting distance of the previous location.

MOVING EXPENSES -- LAWRENCE BERKELEY LABORATORY

Policies, procedures, definitions, qualifications, calculations, and rates relative to Moving Expenses at the Laboratory shall remain in effect for employees at the Laboratory and where in conflict shall supersede the provisions of this Article in A. above.