
THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
Room 350 - 2075 Wesbrook Mall
Vancouver, BC
Canada V6T 1Z1
<http://www.hr.ubc.ca>

Date: September 10, 2008

To: Deans, Directors, Department Heads and Administrators

From: Michelle Berner, Director – HR, Total Compensation

Re: Relocation Process for Faculty Members and Senior Management Staff

The University provides relocation and travel assistance to eligible faculty and senior management staff in accordance with Policy #82. Information about the relocation policy and related processes may be found on the UBC Human Resources relocation website: www.hr.ubc.ca/relocation/.

In order for new hires to be eligible for reimbursement from central funds, they must use UBC's designated relocation and moving vendor, **Armstrong International Movers**. New hires have the option of relocating themselves and are still eligible for reimbursement from central funds. However, if any other moving company besides Armstrong and its contractors is utilized, then reimbursement from central funds is not available. This is because having a single relocation provider allowed the University to achieve very competitive rates.

We've made some changes to the relocation process that we hope you will find helpful in supporting new hires who are relocating to Vancouver or Kelowna.

To obtain information on receiving relocation assistance from central funds please see the following: www.hr.ubc.ca/relocation/process.html.

Some helpful tips on moving are located on the Human Resources web site at the following location: www.hr.ubc.ca/relocation/movingtips.html.

Your feedback is important to us, whether it be about our website and its content, or the services provided by Armstrong – please contact Joyce Wei, Relocation Administrator, in Human Resources at (604) 822-6865 or joyce.wei@ubc.ca.

Thank you.