Effective July 1, 2012, all staff and faculty (instructor, assistant professor, associate professor and professor and modifications thereof) in the School of Medicine will be required to sign a moving expenses agreement if moving expenses are a part of the recruitment. This moving expense agreement is attached to this document.

This moving agreement will allow the department to seek repayment of moving expenses as follows:

- Works less than six full months, 100% of the moving expenses
- Works at least six months, but less than twelve full months, 75% of the moving expenses
- Works at least twelve full months, but less than twenty-four full months, 50% of the moving expenses

The original signed agreement should be submitted to the School of Medicine Accounting Office for approval. The original will be scanned into the permanent filing system, a copy will be provided to the department for the employee and the original will be returned to the department.

All offer letters that have been signed prior to the receipt of this e-mail will be exempt from the agreement.

All guidelines for moving expenses are explained on the following web site:
http://bppm.missouri.edu/chapter2/2_230.html

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