



NORTHWESTERN  
UNIVERSITY  
IN QATAR

**Policy Statement on “Shipping Allowance for Transition to Qatar” Benefit**

The employee must complete and submit the household relocation data form to the Qatar Support Office in Evanston at least three weeks in advance of relocation travel.

All items shipped via Northwestern University in Qatar’s relocation vendor are insured for a standard \$.60 per pound. Insurance above and beyond the standard \$.60 per pound coverage is the responsibility of the employee. The employee must accept or waive additional coverage in advance of the outbound shipment and settle charges for supplemental coverage directly with the vendor.

Under normal circumstances, shipment of household effects from Chicago to Doha takes between two to three weeks. All shipping constraints articulated by the vendor and their air freight carriers must be honored by the employee.

Based on the shipping weight allowances for employees and their families as determined by NU-Q, the relocation vendor has determined appropriate volume allowances. The volume allowances are defined in terms of standard air freight shipping containers (see table). Charges associated with exceeding the volume of the standard containers appropriate to a particular weight allowance are the responsibility of the employee. Details on container dimensions can be found in the document “Standard Shipping Containers,” available on the NU-Q web page dedicated to employment.

Charges associated with poundage exceeding the employee's weight and/or volume allowance must be settled by the employee directly with the relocation vendor. Northwestern University in Qatar will not cover charges associated with special packaging and crating of fragile items.

<b>Weight Allowance</b>	<b>Container Allowance</b>	<b>Maximum Cubic Footage (CFT)</b>
500 lbs	1 "LDN" container	95 CFT
750 lbs	1 "LDN" + 1 "E" containers	117 CFT
1000 lbs	2 "LDN" containers	190 CFT
1250 lbs	2 "LDN" + 1 "E" containers	208 CFT
1500 lbs	3 "LDN" containers	285 CFT
1750 lbs	3 "LDN" + 1 "E" containers	303 CFT
2000 lbs	4 "LDN" containers	380 CFT
2250 lbs	4 "LDN" + 1 "E" containers	398 CFT
2500 lbs	5 "LDN" containers	475 CFT