Administrative Procedure

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Page:	1 of 4

Subject: MOVING AND RELOCATION EXPENSES

1.0. PURPOSE:

To establish the policy and procedure governing moving and relocation expenses.

2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University, excluding Auxiliaries.

2.2. Important: This procedure, or portions thereof, may be superseded by an agreement between the California State University (CSU) and an exclusive employee representative.

When referring to this procedure as it relates to actions affecting represented employees, consult the agreement that applies to employees within the represented unit.

3.0. REFERENCES:

3.1. 26 USC §132(g), Qualified Moving Expense Reimbursement.

3.2. 26 USC §217, Moving Expenses.

3.3. State Controller's Office, Payroll Procedures Manual (PPM), Section N147.

3.4. Cal State LA Administrative Policy P002, Travel Policy.

4.0. POLICY:

4.1. Policies and regulations concerning moving and relocation expenses are under the control of the Board of Trustees of the CSU.

4.2. Persons who change their place of residence to accept employment with the University, hereinafter referred to as "employee", may be entitled to reimbursement in accordance with CSU Policy and Procedures Governing Travel and Relocation Expense Reimbursement.

Approved: _____ **Date:** _____

5.0. DEFINITIONS:

5.1. Appointing Authority - Campus President, or designee.

5.2. Employee - Refers to either a current CSU employee or an individual who has been offered a position within the CSU by an authorized authority and has accepted such offer.

5.3. Campus - Shall include the headquarters office as well as any one of the campuses in the CSU.

5.4. Household goods - Personal effects and items used or to be used in the employee's residence necessary for the maintenance of a household.

6.0. RESPONSIBILITIES:

6.1. The President shall:

6.1.1. Approve reimbursements for moving and relocation expenses amounts in excess of $10,000.

6.1.2. Approve, deny, or grant exceptions for all moving and relocations expenses.

6.1.3. Delegate authority to approve reimbursement for moving and relocation expenses as follows:

6.1.3.1. Deans or department administrators shall approve amounts not to exceed $5,000.

6.1.3.2. The appropriate Vice President shall approve amounts between $5,001 and $10,000.

6.2. The Dean or Department Administrator will:

6.2.1. Determine eligibility and approve reimbursement for moving and relocation expenses up to $5,000.

6.3. Colleges/Departments will:

6.3.1. Provide Business Financial Services (BFS) with employee contact information when he/she has been approved for reimbursement of moving/relocation expenses.

6.3.2. Submit a completed Request for Travel form (Appendix 8.2.) with the appropriate level(s) of approval to BFS.

6.3.3. Notify BFS as soon as it is determined an employee will be separating prior to the two (2) year required length of employment.

6.4. Human Resources Management (HRM) will:

6.4.1. Include the amount of the reimbursement for moving and relocation expenses in the employee's offer letter.

6.4.2. Provide BFS with the name and date of appointment for employees approved for reimbursement for moving and relocation expenses.

6.4.3. Notify BFS as soon as HRM/Payroll is notified that an employee will be separating prior to the two (2) year required length of employment.

6.5. BFS will:

6.5.1. Provide the employee with the following:

- Moving Expense Reimbursement Instructions for the Claimant.
- CSU Internal Procedures Governing Moving and Relocation.
- Mileage Reimbursement Rate & Lodging Reimbursement Limits.

6.5.2. Upon receipt of the Request for Travel form (Appendix 8.2.), audit and review the information provided.

6.5.3. Request that the Procurement Office prepare a purchase order to reserve the funds in the departmental chartfield referenced on the Request for Travel form.

6.5.4. Upon receipt of the Travel Expense Claim form (Appendix 8.3.), audit expenses as well as the supporting documents against the policies and regulations on reimbursement of moving and relocation expenses.

6.5.5. Prepare a check request made out to the employee for the approved amount of the claim and submit the request to Accounts Payable for payment.

6.5.6. Prepare and forward the confidential Moving/Relocation Expenses memo (Appendix 8.5.).

6.5.7. Prepare and forward the, Fringe Benefit/Employee Business Expenses, Std. 676P (Appendix 8.4.) to the State Controller's Office in Sacramento.

7.0. PROCEDURES:

7.1. College/department offices will provide employee contact information when he/she has been approved for reimbursement of moving/relocation expenses, and upon obtaining all appropriate approvals submit the completed Request for Travel form (Appendix 8.2.) to BFS.

7.2. HRM will notify the employee of the entitlement and amount of reimbursement for moving and relocation expenses in the offer letter, as determined by the appropriate dean or senior administrator.

7.3. At the conclusion of the relocation/move, the employee will:

7.3.1. Complete a Travel Expense Claim form, Std. 262, and attach all receipts and invoices (Appendix 8.3.).

7.3.1.1. Submit the form to his/her appropriate administrator for approval.

7.3.1.2. Forward the approved Travel Expense Claim form to BFS for processing.

7.4. BFS will:

7.4.1. Provide the employee with the Moving Expense Reimbursement Instructions for the Claimant, CSU Internal Procedures Governing Moving and Relocation, and the Mileage Reimbursement Rate & Lodging Reimbursement Limits.

7.4.2. Audit/review the Request for Travel form (Appendix 8.2.) and supporting documents and request that the Procurement Office prepare a purchase order to reserve funds.

7.4.3. Audit/review the approved Travel Expense Claim form (Appendix 8.3.) and supporting documents to ensure compliance with moving and relocation expense policies and regulations.

7.4.4. Prepare a check request made out to the employee for the approved amount of the claim and submit the request to Accounts Payable for payment.

7.4.5. Prepare and forward the confidential Moving/Relocation Expenses memo (Appendix 8.5.) to the employee.

7.4.6. Complete and submit the Fringe Benefit/Employee Business Expense, Std. 676P (Appendix 8.4.) to the State Controller's Office in Sacramento.

7.4.7. Work with the College/Department when an employee separates from the University prior to the two (2) year length of employment requirement to address repayment of the appropriate percentage of moving and relocation expenses.

8.0. APPENDICES:

8.1. Cal State LA Moving Expense Reimbursement Instructions for Claimant.

8.2. Request for Travel form.

8.3. Travel Expense Claim form (Std. 262).

8.4. Fringe Benefit/Employee Business Expense, Std. 676P.

8.5. Sample Confidential Moving/Relocation Expenses memo.