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**CHANCELLORS
CHIEF EXECUTIVE OFFICERS—MEDICAL CENTERS
INTERIM LABORATORY DIRECTOR**

Policy on the Senior Management Group Moving Reimbursement and Policy on the Senior Management Group Automobile Allowance

Dear Colleagues:

Attached are the new policies on the [Senior Management Group Moving Reimbursement](#) and [Senior Management Group Automobile Allowance](#). The policies were approved by The Regents at the February 2009 meeting and are effective August 1, 2009. The Executive Vice President—Chief Financial Officer is the responsible officer for these policies.

The *Senior Management Group Moving Reimbursement* policy describes requirements and processes for the reimbursement of moving and relocation expenses for Senior Management Group members. It clarifies who is eligible to receive reimbursement of moving and relocation expenses, defines which types of expenses are reimbursable, and outlines the process for obtaining reimbursement. The policy supports the University's objective to attract and retain talented individuals by offering competitive and fair benefits to help offset the costs associated with moving a Senior Management Group appointee to a new location.

A change to Section III.B.3 of the policy on Moving Reimbursement will be submitted for approval to The Regents later this year. The proposed change will be as follows:

Storage and Insurance

The University will reimburse the actual and reasonable expenses related to storage and insurance for household goods and effects while in transit for up to a 90-day consecutive period after removal of the household goods and effects from the former primary residence and before delivery to the new primary residence. The Internal Revenue Code allows tax-free treatment of the first 30 consecutive days of storage and insurance costs associated with a qualified moving expense provided all terms and conditions associated with the move are satisfied.

The *Senior Management Group Automobile Allowance* policy provides the direction and authority for granting automobile benefits to designated Senior Management members.

The policies were reviewed by the campuses and the Academic Senate. In addition, employees were given an opportunity to comment. The policies will be made available on the following website:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/smg_hr_policies.html

In the near future, the *Implementation Procedures* and *Frequently Asked Questions* for the policies will be posted on the website as well.

Sincerely,

Mark G. Yudof
President

Attachments

cc: Members, President's Cabinet
Vice President Duckett
Academic Personnel Directors
Chief Human Resources Officers
SMG Coordinators
Universitywide Policy Office