

UC's Moving & Relocation Expense Reimbursements Policy Summary

Welcome to UC! We encourage you to read UC's relocation and other related policies thoroughly (see links below). The following are key points you should know about moving and relocation expense reimbursements for UC staff (MSP and PSS). Please note effective January 1, 2018 **all** relocation expense reimbursements and payments are taxable to the employee. Each offer package may differ; some of the items below may not be covered as reimbursable expenses in your offer letter. Please consider contacting one of the offices below *in advance* of finalizing any move plans.

Moving Expenses

- UC reimburses *actual and reasonable* moving expenses as follows:
 - ❑ One household move for household goods and personal effects, from the former *primary* residence to the new *primary* residence;
 - ❑ Up to two personal motor vehicles per household, but not motorized recreational vehicles;
 - ❑ Transportation of household pets, but not kenneling expenses;
 - ❑ Connecting and disconnecting utilities, but not refundable deposits;
 - ❑ Insurance for up to 30 days;
 - ❑ Storage costs for up to 30 days; and
 - ❑ Travel expenses for appointee and members of his/her household for transportation (coach airfare, mileage), meals and lodging (one night in the area of the former primary residence and one night in the area of the new primary residence)—see travel summary and links below.
- A household may be moved in more than one stage, if provided in the offer letter, but all stages must be completed within one year of the first day reporting to the new job.
- The University may pay the cost of the transporting household goods directly to a common carrier or household mover. *For direct payment and policy compliance, the employee must use a common carrier from UC's preferred vendor list and a purchase order must be processed.*

Other Housing-Related Expenses

- UC reimburses *actual and reasonable* housing-related expenses, if provided in the offer letter, as follows:
 - ❑ Up to 30 days furnished temporary lodging, including residential parking fees; and
 - ❑ Up to 30 days of groceries for meals or if temporary lodging does not have cooking facilities up to 30 days of meal reimbursements; actual expenses capped at \$62/day/person—this is *not* a per diem.

Policy links

- Business & Finance Bulletin G-13, *Policy and Regulations Governing Moving and Relocation*
<http://policy.ucop.edu/doc/3420347/BFB-G-13>

Business & Finance Bulletin G-28, *Travel Regulations*
<http://policy.ucop.edu/doc/3420365/BFB-G-28>

Sale of Residence Costs

- UC may reimburse actual and reasonable selling costs directly associated with the sale of the former primary residence.
- Allowable expenses will be detailed in your offer letter.

Settlement of unexpired lease

- The University may reimburse actual and reasonable costs directly associated with the settlement of an unexpired lease of a former primary residence.
- Allowable expenses will be detailed in your offer letter.

House hunting trips

- Typically are not allowed for MSP/PSS staff; including house hunting trips in an offer requires advance exceptional approval.

Travel Reimbursement

- UC reimburses *actual and reasonable* travel expenses in accordance with UC travel reimbursement policy, G-28 (see link below). Please note the following:
 - ❑ Air travel must be coach class, no upgrades or higher cost services;
 - ❑ Other transportation costs may be reimbursed, e.g., mileage, parking, gas, tolls
 - ❑ Car rental limited to intermediate size;
 - ❑ Actual meals and incidental expenses are capped at \$62/day—this is *not* a per diem; and
 - ❑ Lodging, room and taxes, (room rate not to exceed \$275 per night.)
- Keep all your receipts and make sure receipts indicate proof of payment.

Questions?

- Contact your OP Human Resources Business Partner
<http://www.ucop.edu/local-human-resources/staffcontacts/find-hr-business-partner.html>
- Contact the Business Resource Center CAAP Team
<http://www.ucop.edu/business-resourcecenter/teams/compliance-accounting-audit-policy/index.html>