Moving and Relocation Policy & Procedures

I. Policies
The Office of the Chancellor sets the CSU relocation mileage rate annually and may adjust their Moving and Relocation Policy, at which time CSUB may redefine our procedures.

II. Taxation
Per IRS Notice 2018-75, and State Controller Office Memo Payroll Letter #18-015, reimbursed moving and relocation expenses incurred on or after 1/1/2018 are subject to Federal Income Tax (FIT) and FICA (Social Security) and will be reported to the State Controller’s Office for inclusion on the employee’s W-2 for the calendar year in which the reimbursement was paid.

III. Moving and Relocation Allowance
A relocation allowance may be authorized as part of an employment offer to reimburse actual, necessary, and reasonable moving and relocation expenses for an individual who changes their residence to accept employment at CSU Bakersfield. Not every appointee will be authorized a moving allowance. The determination of an allowance recipient and the amount is discretionary and shall be the responsibility of the hiring department to recommend an allowance to the appropriate approving authority, based on the following criteria:

- Employee possesses specialized skills needed by the campus.
- The individual is currently located in a geographic location that makes commuting prohibitive.
- Provides incentive for individual to accept the offered position.
- Any other reason must be authorized by the President.
- Reimbursing for any tax liabilities (“grossing up”) incurred by the employee as the result of receiving reimbursement for relocation expenses is prohibited.
- The University’s appointment letter indicates the maximum dollar amount which the University will pay towards an employee’s substantiated relocation expenses. All offers of moving and relocation expense reimbursements must be in writing and be approved by the applicable approver prior to the individual’s move.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Level of Approval</th>
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<tbody>
<tr>
<td>Up to $5,000</td>
<td>Dean or Director</td>
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<tr>
<td>$5,001-$10,000</td>
<td>Vice President or Provost</td>
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<tr>
<td>Over $10,000</td>
<td>President</td>
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- Moving and relocation expenses are not provided to individuals who will be employed by the University for a period of less than two years.
- Any exceptions to these procedures must be approved by the President.
IV. Reimbursement

a. To qualify for reimbursement, the new primary job location must be at least 50 miles away from the employee’s former home.

b. One house/apartment hunting trip may be included in your relocation allocation. The University will reimburse for you and your spouse/domestic partner for: airfare, rental car, airport parking or shuttles or mileage for up to two vehicles at the CSU relocation mileage rate, plus lodging and meals. The trip amount will be deducted from the total allowance.

c. The University will not reimburse the cost of a house hunting agency or service.

d. The travel expenses related to moving and relocation must follow the CSUB Travel Policy.

e. Mileage associated with the shortest, most direct route from the former residence to the new residence, without side excursions, will be reimbursed at the annual rate set by the Chancellor (2018 is 18 cents per mile) for up to two (2) vehicles. The driving mileage is calculated using Google Maps.

f. Any additional days added by taking a longer route that the shortest, most direct route will be considered personal expenses and will not be reimbursed.

g. An employee and spouse or domestic partner may be reimbursed for relocation travel expenses (defined as a one-way trip from the former residence to the general area of the new campus or other primary job location).

h. All expenses must be ordinary, reasonable, not extravagant, and necessary.

i. The total amount of all expenses pertaining to relocation travel should be reported on one Travel Expense Claim. If supplemental expenses are later requested, the travel claim must be clearly marked “Supplemental” and identify the date the previous claim was submitted.

j. The deadline for submittal of relocation expense claims is one year from the hire date.

V. Required Backup

a. Original, detailed receipts for all expenses $25.00 and over.

b. Bills of lading from moving companies are not acceptable documentation. Invoices a zero-balance due or receipts for payment in full are required. The company name and contact information if required on all documentation.

Reimbursement may be allowed for the following expenses

VI. Moving of Household Goods

a. Household effects include items such as furniture, clothing, musical instruments, household appliances, foods, and other items that are usual and necessary for the maintenance of a household. Household effects shall not include the following: 1) more than two automobiles, 2) other motor vehicles, 3) farm tractors, implements, and equipment, 4) trailers, 5) boats, 6) all animals, livestock or pets, 7) belongings that are not the property of the immediate family of the employee, 8) firewood, 9) fuel, 10) brick, sand, tile, fencing or other building materials.

Moving of household effects includes the necessary expenses incurred for packing, insurance, transportation, storage in transit (not including warehouse handling charges except when
required by interstate tariffs), unpacking, and installation of the employee’s household effects at the new location.

VII. Travel Expenses
a. An employee and spouse or registered domestic partner may be reimbursed for one house-
hunting trip (round trip from former residence to campus) in addition to relocation travel expenses.
b. Relocation travel expenses is defined as a one-way trip with up to two (2) vehicles from the former residence to the general area of the new campus or primary job location in accordance with the current reimbursement rate set by the CSU.
c. Mileage is paid for the shortest, most direct route from the former residence to the Bakersfield area. If during your trip to your new home you make a stopover or take side trips, the expenses and mileage for the extra miles traveled will not be reimbursed.
d. Actual lodging, meals and incidentals will be reimbursed for every 24-hour period up to these limits:

<table>
<thead>
<tr>
<th>Meals</th>
<th>$55.00 limit per person, per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidentals</td>
<td>$7.00 limit per person, per day</td>
</tr>
</tbody>
</table>

e. This reimbursement ends upon arrival in Bakersfield.
f. Members of your household do not need to travel together to Bakersfield. However, only one trip per person and the cost of moving up to two (2) vehicles will be reimbursed.

VIII. Temporary Lodging/Meals
a. In rare circumstances, an employee and spouse, registered domestic partner or significant other may be reimbursed for temporary lodging expenses of up to 60 days from arrival, supported by itemized receipts. Temporary lodging is usually in a hotel. Apartments will be reimbursed only if rented temporarily while waiting for a permanent residence to be ready; a copy of a temporary month-to-month lease and details of the permanent residence are required. The Dean/Director and appropriate Vice President must pre-approve this and notify Payment Services.
b. Meals are not provided once the individual arrives in Bakersfield unless approved by both the appropriate Vice President and the President before the traveler’s arrival in Bakersfield.

IX. Limits on Relocation Expenses
Temporary lodging, storage, or other expenses incurred between the time of relocation and the establishment of a permanent residence shall not be reimbursed beyond 60 calendar days of the relocation date. The President may grant an exception to this limitation if it is determined, in advance, that the search for a new residence will result in unusual and unavoidable hardship for an employee and spouse or registered domestic partner. The reimbursement of expenses shall terminate immediately upon establishment of a permanent residence.

X. Moving Companies
It is usual practice that the employee contracts with a moving company if needed, pays for its services, and submits actual receipt(s) and evidence of method of payment to be reimbursed. If the hiring department wishes to contract with and pay for the moving company, they should contact
Procurement and Contract Services at (661) 654-3181 for assistance. The cost of the moving company will be deducted from the total relocation amount awarded.

XI. Claim Process
   a. Obtain approval by appropriate administrator(s) for all moving and relocation offers.
   b. Include a copy of these procedures with all offer letters.
   c. A department contact should review these procedures with the appointee prior to the move and ensure that they understand the requirements.
   d. Allowable expenses will be reimbursed up to the maximum amount authorized. The full amount may not be reimbursed to the individual if the amount of allowable expenses submitted does not meet the maximum allocation.
   e. Reimbursement for moving and relocation expenses incurred and paid directly by the employee should be submitted to Payment Services on a Moving and Relocation Claim Form, supported with original receipts and proof of payment for each expense being claimed. The hiring department should help the newly hired employee with this process.
   f. Ensure that the sum of all moving and relocation expenses being claimed does not exceed the approved allowance.
   g. Confirm that the required documentation is attached to the claim and that the appropriate signatures are obtained.
   h. Attach the offer letter to the claim; white out or obscure salary information before submittal.
   i. Enter “moving” or “relocation” in the “Purpose of Trip” section, along with any details that may be pertinent to the claim, including if/when a previous claim for the same relocation was submitted. Additional pages may be attached if necessary.
   j. Charge relocation expenses to 660825.
   k. Keep a complete copy and submit the original, approved claim to Payment Services, 35ADM.

XII. Repayment of Reimbursement
   a. If an employee whose moving and relocation expenses have been reimbursed does not continue employment with CSUB for a period of at least two years (unless discontinuance of employment was the result of death, disability or other similar unexpected cause beyond the control of the employee as determined by the appointing authority), the employee shall repay the following percentage of the amount received for reimbursement for such moving and relocation expenses:

<table>
<thead>
<tr>
<th>Expected Repayment</th>
<th>Duration of Employment</th>
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<tbody>
<tr>
<td>100%</td>
<td>Less than 6 months</td>
</tr>
<tr>
<td>75%</td>
<td>At least 6 months but less than 12 months</td>
</tr>
<tr>
<td>50%</td>
<td>At least 12 months but less than 18 months</td>
</tr>
<tr>
<td>25%</td>
<td>At least 18 months but less than 24 months</td>
</tr>
</tbody>
</table>

   b. Per the CSU Moving and Relocation Policy, if an employee does not continue his/her employment with a CSU campus and then is hired by a different CSU campus, depending on the timeframe stated in these procedures, the employee shall repay the initial campus that had originally reimbursed him/her.
   c. The department should promptly notify Payment Services if employment ends before two years when moving and relocation expenses have been paid.
d. Payment Services will work with Accounts Receivable to generate an invoice based on the percentages above and ensure that it is sent to the separating employee.
e. Standard collection procedures will apply for non-payment.

XI. Resources

CSU Moving and Relocation Policy
IRS Publication 521
IRS Notice 2018-75
State Controller Office Memo Payroll Letter #18-015

Questions?

If you have any questions about moving and relocation after reading the material listed, please contact the CSUB Moving and Relocation specialist, Sally Shaff at sshaff@csub.edu. Email her the details of your question(s) and she will respond quickly.

Payment Services
California State University Bakersfield
Administration East Room 106
accounts_payable@csub.edu
661-654-2862