POLICIES AND PROCEDURES FOR OUT-OF-STATE MOVING ALLOWANCES

DELEGATION OF AUTHORITY

Authority for allocating moving allowance to new faculty members has been delegated to the College Deans and University Librarian. If authorized by the College Dean, or the University Librarian, this office will include the following sentence in the letter of offer.

We will be pleased to pay up to $__________ to the extent that this amount is in compliance with the CSU Internal Regulations Governing Moving and Relocation Expenses, as part of the cost of your moving expenses from_____________ to the East Bay Area.

LIMITATIONS  There will be no moving allowance paid if the faculty member was not offered such an allowance prior to acceptance of a position with the University.

Full or partial reimbursement, within budgetary constraints, may be allowed for the actual and necessary expenses incurred for packing, insurance, transportation, storage in transit (not to exceed 60 calendar days), and unpacking and installation of the employee's household goods at the new residence, when properly documented by invoices and receipts and in accordance with the CSU Internal Regulations Governing Moving and Relocation Expenses. Should employees elect to move themselves, reimbursement for such moves may not exceed the costs that would have been incurred had a commercial firm been used.

An employee may be reimbursed for actual lodging expenses, supported by a voucher, plus meal and incidental expenses in accordance with Section 105 of the CSU Internal Regulations Governing Travel Expenses and Allowances; Rates for Housing and Lodging. This allowance shall not be paid for more than 60 days and shall terminate immediately upon establishment of a permanent residence.

Section 205 of the CSU Internal Regulations Governing Moving and Relocation Expenses permit reimbursement for actual and necessary costs of selling a residence due to a move. It should be made clear to the new employee that it is a CSUEB policy NOT to provide reimbursement for these expenses. In negotiating with prospective faculty, the following example may help to clarify what we can allow for moving expenses. Assuming you want to pay the faculty member up to $1000 to the extent it is in compliance with the CSU Internal Regulations Governing Moving and Relocation Expenses, be sure to qualify it as follows: If the expenses incurred equal $1250 and $150 of this is an expense not covered by the CSU Internal Regulations Governing Moving and Relocation Expenses, we will pay $1000 and the faculty member will personally pay $100 of the allowable expenses and $150 disallowed expenses, or a total of $250. If the total expenses come to $1000 and $250 are disallowed, we will pay $750. The faculty member will then pay $250, which represents the amount not covered by the CSU Internal Regulations Governing Moving and Relocation Expenses.

Maximum amounts authorized will be based on the geographical location of the appointee in accordance with the attached map and schedule. These maximums may be exceeded with the approval of the Provost and Vice President, Academic Affairs.
INSTITUTIONAL RESPONSIBILITY

The CSU Internal Regulations Governing Moving and Relocation Expenses require that, "The campus shall ensure that a copy of these regulations is given to the employee upon notice to the employee of an impending move". (In these regulations the term "employee" includes an individual who has been offered a position within the CSU by an authorized authority and has accepted such offer.)

PROCEDURE FOR PAYMENT OF CLAIMS

If the faculty member accepts the appointment and is authorized moving expenses in the letter of offer, upon arrival of his/her goods in the Bay Area he/she should do the following: The appointee is to personally submit the appropriate moving receipts (bill of lading and weigh master’s certificate) to the Department. The Department Staff will prepare the Travel Expense Claim for signature by the claimant and the Department Chair. It will then be submitted to the Office of Accounting and Fiscal Services for processing.

REPAYMENT OF MOVING OR RELOCATION REIMBURSEMENTS

If an employee whose moving or relocation expenses have been reimbursed does not continue his/her employment with the CSU for a period of at least two years (unless the discontinuance of the 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 or appropriate representative shall repay the reimbursement for such moving and relocation expenses in accordance with the schedule in Section 207 of the CSU Internal Regulations Governing Moving and Relocation Expenses.