



# SAN DIEGO STATE UNIVERSITY

## ***SDSU RELOCATION POLICY AND PROCEDURE MANUAL***

### **Contact Information**

Center For Human Resources  
5500 Campanile Drive, MC1625  
San Diego, CA 92182-1625

Phone: 619-594-6404  
FAX: 619-594-1147  
<http://hr.sdsu.edu>

## Table of Contents

Overview of Relocation Allowance.....	1
Relocation Policy .....	1
Approvals Required .....	1
Temporary Appointments.....	1
Recruiting Department Responsibilities .....	2
Repayment of Relocation Allowance .....	2
Payment of Claim Procedure .....	2
Current Moving Vendors .....	3
Relocation Expenses and Income Tax Reporting .....	3
Relocation Form.....	3



**Overview of Relocation Allowance**

Within budgetary constraints, an individual can receive 100% of their moving allowance. University policies outlined in this section are a requirement in order to qualify.

Actual moving expenses covered by the moving vendor are to include packing, insurance, transportation, storage in transit (not to exceed 60 calendar days), and unpacking of household goods.

Household goods include furniture, clothing, musical instruments, household appliances, foods, and other items that are usual or necessary for the maintenance of a household.

Household effects shall not include automobiles; other motor vehicles; trailers with or without *other property*; *boats*; *all animals, livestock or pets*; *belongings that are not the property of the immediate family or domestic partner of the employee*; belongings related to commercial enterprises engaged in by the employee; firewood; fuel; or building material.

Our current moving contracts include insurance coverage and estimates at no cost. The employee is responsible for paying for any additional coverage purchased other than what is provided in the contract.

If the relocation allowance exceeds the amount of the moving invoice, the remaining balance will be paid directly to the new hire.

**Relocation Policy**

A relocation allowance may be authorized for actual, necessary and reasonable moving and relocation expenses for an individual who has been offered a position with San Diego State University, has accepted such appointment, and changes their place of residence as a result. Not every appointee will be authorized a moving allowance. The determination of who is to receive such an allowance and the amount is discretionary and contingent upon the availability of funds and shall be the responsibility of the recruiting department.

To qualify for reimbursement, the new primary job location must be at least 50 miles farther from the employee's former home than the old primary job location. The appointing authority may authorize exceptions to this requirement in cases where it creates unusual and unavoidable hardship for employees.

**Approvals Required**

The following approvals are required for reimbursement of moving and relocation expenses for authorized individuals:

- Up to \$25,000                      Dean/Director
- \$25,001 to \$50,000              Vice President
- \$50,001 to \$60,000              CFO-Vice President, Business and Financial Affairs
- Above \$60,001                      President

**Temporary Appointments**

A current CSU employee who accepts a long-term temporary assignment (normally means an assignment period of six months or more) offered by a CSU appointing authority other than his/her current appointing authority may receive a temporary relocation allowance. To receive consideration for this allowance, the employee's temporary job location must be at least 50 miles farther from the employee's permanent residence than the former job locations. (The appointing authority for the temporary assignment may authorize exceptions to this requirement in cases where it creates unusual and unavoidable hardship for temporary employees). The temporary employee must also maintain a permanent residence in the vicinity of the former job location for the duration of the temporary appointment.



Temporary relocation allowances will not be automatically authorized for every temporary appointee meeting the requirements identified above. The determination of who is to receive such an allowance, and the amount of any such allowance, shall be made by the temporary appointing authority subject to the requirements of these procedures.

“Appointing authority” shall mean the chancellor or campus president, or designees as appropriate.

### **Recruiting Department Responsibilities**

The recruiting department must provide the HR employment staff assigned to their recruitment with the details of the relocation offer including the dollar amount to ensure HR staff can include this information in the offer letter.

The recruiting department should forward the Request and Condition for Reimbursement of Relocation Expenses form through the appropriate account managers to the Accounts Payable Travel Coordinator.

Although HR includes the moving policy/regulations in the offer letter, the department' should also review with the appointee, prior to moving, the regulations concerning relocation allowances. Notification may be made by sending the appointee a copy of this manual along with a copy of page two of the Request and Condition of Reimbursement for Relocation Expenses form. No authorization will be given to the moving vendor by the Accounts Payable Travel Coordinator until both pages of this form are signed by the recruiting department and appointee and are received in the AP department.

### **Repayment of Relocation Allowance**

If an employee has received a relocation allowance, but does not continue his/her employment with San Diego State University for a period of at least two years (unless 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 campus president), the employee shall repay the following percentages of the amount received for reimbursement for such relocation expenses:

- 100% - if employed less than 6 months
- 75% - if employed at least 6 months but less than 12 months
- 50% - if employed at least 12 months but less than 18 months
- 25% - if employed at least 18 months but less than 2 years

The employee is required to sign page two of the Request and Request and Condition for Reimbursement of Relocation Expenses form acknowledging the above.

This provision does not apply to temporary relocation allowances.

### **Payment of Claim Procedure**

Contracted moving vendors will be paid directly by the university after the relocation is complete and all documentation regarding the move has been audited and verified (i.e. inventory, bill of lading, etc.). If an invoice is mailed directly to the employee, the invoice should be forwarded immediately to Accounts Payable as most vendors require payment within 30 days of invoice or penalties will be charged.

Once the relocation is complete, the university will make full payment directly to the designated moving vendor, up to 100% of the allowance amount. If a moving invoice exceeds the amount of the relocation allowance, the new hire will be responsible for making the payment directly to the moving vendor for the remaining balance. If the relocation allowance exceeds the amount of the moving invoice, the remaining balance will be paid directly to the new hire.



### **Current Moving Vendors**

It is the new hire's responsibility to contact the Accounts Payable Travel Coordinator at ext. 4-8962. Contact is not required before obtaining estimates, however, no authorization will be given to the moving vendor until the Travel Coordinator has reviewed all estimates and confirmed receipt of the required Request and Condition for Reimbursement of Relocation Expenses form. The employee should indicate to the vendor that SDSU has a contract with them in order to insure we get the contracted rates offering a 62-65% discount.

The employee is responsible for handling the scheduling and details of the relocation directly with the moving vendor.

A complete list of CSU vendors can be found on the [CSU System Wide Contract Store](#) website. Under the Contract Description search field, type "moving". You can also contact the Accounts Payable Travel Coordinator for a list of SDSU preferred moving vendors.

### **Relocation Expenses and Income Tax Reporting**

The university will provide reimbursement for relocation expenses as determined during the hiring process for each individual. However, it must be noted that some reimbursements for relocation expenses will be reportable to the IRS and may be taxable to the individual. All relocation payments will be reported to the State Controller's Office by the university.

- Qualified relocation expenses are the reasonable costs of moving household goods, personal effects, lodging, and traveling to the new location. Qualified relocation expenses are not taxable, but they may appear on your W-2.
- Qualified relocation expenses paid by the university directly to a third party - such as a payment by the university directly to a moving company - will not be reported on your W-2. However, qualified relocation expenses for which you pay and are subsequently reimbursed by the university will be reported as a non-taxable item on your W-2. In neither instance will your gross or net pay be affected.
- Non-qualified relocation expenses are costs such as meals connected with the move, pre-move house hunting trips, and temporary living expenses in the new location. These expenses do not meet the IRS definition of qualified expenses and are reportable and taxable as income. The university will report such reimbursements to the State Controller's Office for inclusion on your W-2 and applicable federal and state taxes will be withheld.
- Upon completion of the relocation, Accounts Payable will calculate the remaining relocation allowance and initiate payment directly to the new hire. An outstanding relocation allowance paid directly to the new hire is taxable as income and will be reported to the State Controller's Office for inclusion on your W-2 and applicable federal and state taxes will be withheld.

Employees will receive a statement in January from Accounts Payable of relocation expenses paid the previous calendar year.

IRS regulations governing moving and relocation expenses are subject to change each year. The employee is advised to consult the most current federal publication on this matter and/or tax accountant.

### **Relocation Form**

[Request and Condition for Reimbursement of Relocation Expenses](#)