



HUMAN RESOURCES  
MANAGEMENT

## Moving and Relocation Reimbursement Guidelines

### Objective

The following procedures shall be utilized when an individual has been offered a position with California State University Dominguez Hills by an appointing authority, who has accepted such appointment, and is requesting consideration for reasonable estimated moving and relocation expenses reimbursement.

- 1.0 **Guidelines.** A new CSUDH employee may receive reimbursement for their actual, necessary, and reasonable moving and relocation expenses. Not all new appointees will be eligible for reimbursement of moving and relocation expenses. The decision by an appointing authority to offer moving and relocation expenses is discretionary and contingent upon the availability of funds.
- 2.0 **Reimbursement Allowance.** The appointing authority may authorize moving and relocation expense reimbursement. In excess of the following policy limits requires the President's approval.
  - 2.1 \$7,500 for moving costs associated with relocations from outside of California.  
  
\$3,500 for moving costs associated with relocations from within California in excess of 50 miles from the University.
  - 2.2 All required approvals for the reimbursement must be obtained prior to notifying the employee.
  - 2.3 The approved reimbursement amount will be included in the employee's appointment letter.
- 3.0 **Procedures for Reimbursement.** The appointing authority must submit a Moving & Relocation Reimbursement Authorization Form.
  - 3.1 Authorization Forms for reimbursement must be submitted to the office of Human Resources.
  - 3.2 Moving and Relocation reimbursements are issued through the State Controller's Office payroll system. The reimbursement will be issued as a separate one-time payment after the employee's first regular paycheck has been issued.

4.0 **Repayment of Moving and Relocation Expenses Reimbursement.** If an employee whose moving or relocation expenses have been reimbursed does not continue their employment with CSUDH 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 appointing authority), the employee shall repay the following percentage of the amount received for reimbursement for such moving and relocation expenses.

- 4.1 A. 100% if employed less than 6 months.
- B. 75% if employed at least 6 months but less than 12 months.
- C. 50% if employed at least 12 months but less than 18 months.
- D. 25% if employed at least 18 months but less than 24 months.

4.2 The employee will receive the final repayment amount from the Payroll Services department once an accounts receivable has been established. The repayment must be made in full.

5.0 **Tax Information.** Moving and relocation reimbursements are considered taxable income under both California and Federal tax law. Employees who have questions regarding the tax implications of the reimbursement are advised to seek advice from a tax expert of their choosing.