

Moving & Relocation Expenses

**Expenses shall not exceed 60 calendar days -
Begins on date of earliest claimed expense, after receipt of job offer letter.**

All **Allowable Expenses** are subject to federal income taxes. **Qualified Expenses** are exempt from CA state tax.

Type of Expense	Allowable Expense	Qualified Expense (No CA State Tax)
Pre-move house hunting trip (one roundtrip)	Y	N
Packing & unpacking supplies	Y	Y
Moving & packing of household goods (Must be a legitimate moving service. No hiring friends/family)	Y	Y
Insurance	Y	Y
Storage of household goods or personal effects en route to new residence in Sacramento area (up to 30 days)	Y	Y
Storage of household goods or personal effects in Sacramento area (up to 30 days)	Y	N
Transportation of household goods by moving company	Y	Y
Transportation of household good by employee (ex. truck rental & gas)	Y	Y
Airfare for employee and/or spouse/domestic partner	Y	Y
Airfare for dependents	N	N/A
Meals and incidentals for employee and/or spouse/domestic partner (itemized meal receipts required, may not exceed \$55/day, per person)	Y	N
Meals and incidentals for children, nanny or housekeeper	N	N/A
Lodging expenses for employee and/or spouse/domestic partner in transit of move	Y	N
Lodging expenses for dependents, nanny or housekeeper	N	N/A
Pet expenses	N	N/A
Mileage for driving personal car	Y	Y
Rental car & gas (until vehicle arrives in Sacramento area, not exceeding more than 60 days)	Y	Y
Temporary living expenses in relocation area - Must be supported by itemized receipt/hotel folio (no more than 60 days)	Y	N
Parking/Tolls/Taxi	Y	Y
Lease settlement cost (Former City)	Y	N
Lease agreement (Sacramento Area)	N	N/A
Reimbursement for sale or purchase of residence which <u>may include</u> : Brokerage commission, title, title insurance, escrow fees, prepayment penalties, charges and fees, misc. seller's cost (Fees must be on final closing escrow statement. Home insurance and property taxes are not reimbursable.)	Y	N

Relocation travel is defined as a one-way trip from the former residence to the general area of the new campus or primary job location.

Household Goods are defined as personal effects and items used or to be used in the employee's home.

Itemized receipts required for all meals, lodging, car rental, airfare, and all other expenses of \$75 or more.