

Moving and Relocation Expenses

Moving and Relocation Expenses shall not be paid for more than 60 days

All Expenses are subject to federal income taxes. CA state tax is determined if expense is Qualified.

Type of Expense	Expense allowed	Qualified Expense (No CA 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 or Nanny-House keeper	N	N/A
Lodging expenses for employee and/or spouse/domestic partner in transit of move	Y	N
Lodging expenses for dependents or Nanny-House keeper	N	N/A
Any Pets 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.