

# Moving and Relocation Policy

## I. Policies

## IV. Moving of Household Goods

- o Household goods that are usual and necessary for the maintenance of a household are reimbursable.
  - f* Household effects include items such as furniture, clothing, musical instruments, household appliances, foods, and other usual household items.
- o Moving of household effects includes the necessary expenses incurred for packing, insurance, transportation, storage in transit (not including warehouse handling charges except when required by interstate tariffs), unpacking, and installation of the employee's household effects at the new location.
- o Items not eligible for relocation reimbursement are: more than one automobile, other motor vehicles, equipment, trailers, boats, animals, belongings that are not the property of the immediate family of the employee, firewood, fuel, and building materials.

## V. Travel Expenses

Travel expenses related to moving and relocation must follow the [CSUB Travel Policy](#)

- o One house/apartment hunting trip may be included in your relocation allocation. The University will reimburse for the employee and their spouse or domestic partner for transportation plus lodging and meals up to the limits found in section VII. The trip amount will be deducted from the total allowance.
- o Relocation travel expenses is defined as a one-way trip for one (1) vehicle from the former residence to the general area of the new campus or primary job location in accordance with the current reimbursement rate set by the CSU.
- o Mileage is paid for the shortest, most direct route from the former residence to the new residence using [Google Maps](#). If during the trip the employee makes stopovers or take side trips, the additional expenses will not be reimbursed.
- o Actual lodging, meals and incidentals will be reimbursed for the employee and their spouse or domestic partner for every 24-hour period up to these limits:

Lodging	\$275.00 limit per night, excluding taxes
Meals	\$55.00 limit per person, per day
Incidentals	\$7.00 limit per person, per day

- o Expenses related to children and pets are unallowable and will not be reimbursed.
- o This reimbursement ends upon arrival in Bakersfield.
- o Members of your household do not have to travel together/at the same time. However, only one person per person will be reimbursed.

## VI. Temporary Lodging/Meals

- o In rare circumstances, an employee and their spouse or domestic partner may be reimbursed for temporary lodging expenses of up to 60 days from arrival, supported by itemized receipts.
  - f* Temporary lodging is usually in a hotel.
  - f* Apartments will be reimbursed only if rented temporarily while waiting for a permanent residence to be ready. A copy of a temporary month-to-month lease and details of the permanent residence are required.
- o The appropriate Dean/Director and appropriate Vice President must approve all expenses.



## X. Repayment of Reimbursement

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