

## MOVING EXPENSES FOR ACADEMIC APPOINTEES

### I. INTRODUCTION

This statement outlines UCSD policies for payment and reimbursement for moving expenses that may be granted to new appointees in eligible title series and to eligible appointees who move from one UC campus or location to another.

### II. DEFINITIONS

**MOVING EXPENSES** – Authorized expenses incurred by an appointee moving to the San Diego area.

**HOUSEHOLD GOODS** – Articles used for maintaining a household (e.g., appliances, furniture, artwork or other ornamental decoration, kitchen utensils, dishes, stereo equipment, clothing, hand tools, garden tools). Household items do not include: automobiles or other motor vehicles; farm tractors, implements and equipment; trailers with or without property; boats; livestock (animals raised for profit); belongings that are not the property of the immediate family of the employee; or building materials of any kind.

**VEHICLES** – Automobiles or other motor vehicles used for primary transportation.

### III. POLICY

#### A. Moving Expenses

Payment or reimbursement of moving expenses may be provided for appointees in certain academic positions (refer to [APM 560-14](#) and [APM 561-14](#) for specific title series and titles) and must be a part of the initial negotiations with the appointee. Payment of moving expenses is not automatic and does not constitute a perquisite of University employment. Payment of these expenses is accorded to qualified persons in order to expand the geographic area for selection of permanent academic staff and may be considered taxable income.

#### 1. Household

Full payment or reimbursement of moving expenses may be provided for eligible personnel for the following:

- a. Household carrier expenses, utilizing the purchase order method, for packing, freight, and insurance of household goods, storage of goods for up to 30 days, and loading and unloading; or
- b. Mailing expenses, boxes, and tape.

Storage and transit fees should be incurred within any consecutive 30-day period after removing the household goods and effects from the former residence and before delivering them to the new residence. The cost of unpacking is not an allowable expense.

2. Vehicles

Eligible personnel may be reimbursed for 100% of the total cost for the following:

- a. Transport of vehicles owned by appointee and immediate family and used for primary transportation.
- b. Rental of a towing hitch. If a hitch is purchased, reimbursement will equal only the cost of rental.

3. Travel

Eligible personnel may be fully reimbursed for one-way air coach transportation for themselves and immediate family. If the appointee chooses to use surface transportation, reimbursement will not exceed an amount equivalent to standard airfare in accordance with University travel regulations. If, for personal reasons, an indirect route is traveled or the trip is extended, reimbursement will be only for the costs that would have been incurred by taking the most direct route.

4. Meals

Eligible personnel may be fully reimbursed for meals en route for themselves and immediate family, in accordance with University travel regulations.

5. Library

Full payment may be provided for the cost of moving a personal library, provided the library will be made available to students and faculty.

6. Laboratory

In some instances, full payment may be provided for the cost of moving the contents of a laboratory.

B. Ineligible Expenses

Expenditures for the following generally cannot be reimbursed under UC policy:

- Transport of pets or any other animals, excluding companions for the disabled
- Moving of boats, planes, recreational vehicles, farm implements, tractors of any type, snowmobiles, or other vehicles that are not used for primary transportation needs

- Storage fees for more than 30 days
- Extra charges for pickups at or deliveries to additional addresses
- Multi-part moves

#### C. Source of Funds

1. Appointees funded by general funds may be reimbursed from general funds or other unrestricted fund sources for moving expenses.
2. Appointees funded entirely from other than general funds must be paid from non-general fund sources for moving expenses.
3. Any payment of moving expenses that exceeds the normal reimbursement must be funded by the hiring department.

### IV. ELIGIBILITY

- A. Appointees cited in [APM 560-14](#) are eligible for reimbursement for moving expenses as described in Section III A and B of this appendix. Eligible appointees include those in the following series and titles: Professor series, Professor In Residence series, Supervisor of Teacher Education, and University Librarian series. Local practice has extended eligibility to the following series: Academic Administrator, Adjunct Professor, Clinical Professor, and Lecturer with Security of Employment.
- B. An appointee in an Acting title or a Lecturer with Potential Security of Employment (LPSOE) may be eligible for reimbursement of moving expenses if the department provides reasonable assurance of its intention to recommend the appointee for a regular academic rank within one year following the original appointment.
- C. Appointees in the Professional Research, Project (e.g., *Scientist*), and Specialist series, and those appointed as Postgraduate Researchers for a minimum of one year may be reimbursed for moving expenses when such payment is an allowable cost under the contract or grant through which they are funded. Those appointed for less than one year are eligible for reimbursement for travel expenses only in accordance with [APM 570-0](#). Appointees who have received travel expenses during their initial short-term appointment (less than one year) and whose original employment is extended beyond one year are eligible for reimbursement of moving expenses above the amount of travel expenses previously received.
- D. Visiting appointees who are subsequently appointed to the regular faculty ranks or to the regular Professional Research series are eligible for reimbursement for moving expenses beyond the amount of travel expenses previously reimbursed.

- E. Teaching Assistants, Teaching Fellows, and graduate students appointed as Associates, Acting Instructors, or Graduate Student Researchers will be reimbursed for moving expenses at a flat rate, depending upon the point of origin of the authorized travel and without regard to actual expenses, in accordance with the schedule described in [APM 561-18](#). Eligible employees must be appointed for a full academic year. Payment of moving expense allowances is not authorized under [APM 561](#) for travel from points of origin within the State of California. Moving expense allowances will be paid as flat rates according to the following schedule and cannot exceed \$440.

**Moving Expense Approximate Air Miles from Allowance Point of Origin to UC Campus**

\$440	2,400 air miles and over
\$355	1,800 to 2,399 air miles
\$280	1,300 to 1,799 air miles
\$225	900 to 1,299 air miles
\$160	Under 900 air miles

**V. REFERENCES AND RELATED POLICY**

- A. Academic Personnel Manual:
- i. [Section 550](#), Moving Expenses for Intercampus Transfer
  - ii. [Section 560](#), Removal Expenses/General
  - iii. [Section 561](#), Removal Expenses/Assistants
  - iv. [Section 570](#), Travel Expenses for Short-Term Appointees
- B. Business and Finance Bulletins:
- i. [G-13, Appendix A](#), Policy and Regulations Governing Moving and Relocation
  - ii. [G-28](#), Policy and Regulations Governing Travel
- C. UCSD Guidelines:
- i. [Moves and Transfers](#)
  - ii. [Travel](#)
- D. [Internal Revenue Service](#) regulations regarding tax implications of reimbursement for moving expenses