SUBJECT: Relocation Expense Reimbursement

REFERENCES: CSU Travel and Relocation Expense Reimbursement

DEFINITIONS: Residence - primary dwelling, actual dwelling place of the employee

POLICY: The University Student Union (USU) may provide one-time travel and relocation expense reimbursement for a new Regular employee who, as a result of their appointment must relocate to be available to accept USU employment.

Such reimbursement shall be provided at the discretion of the Executive Director/designee. The amount of reimbursement shall be established prior to appointment and stated in the new hire’s offer letter.

To be eligible for reimbursement, a new hire must submit an itemization and total of all claims made within seven (7) days from the start date of employment unless otherwise approved by the Executive Director/designee. Expenses eligible for reimbursement shall include the following:

1. Moving/Packing of Property (household goods and personal effects)
2. Traveling (including lodging, gas, and mileage but no meals)

As a condition of reimbursement, a new hire must retain their employment for a minimum of 24 months unless otherwise approved by the Executive Director/designee. Failure to maintain employment for 24 months will require the new hire to reimburse the USU according to the schedule below:

A. 100% if employed 6 months or less;
B. 75% if employed 6 month and 1 day to 12 months;
C. 50% if employed 12 month and 1 day to 18 months;
D. 25% if employed 18 months and 1 day to 24 months.
PROCEDURE:

1) Relocation expenses shall be negotiated at the time an offer of employment is extended.

2) Expense reimbursement shall be provided up to a maximum of $10,000 upon approval of the Executive Director/designee, and shall depend on a variety of factors including but not limited to:
   • Position of employment
   • Relocation distance
   • Estimated cost of relocation

3) A letter requiring signature by the new hire shall be issued by the University Student Union formalizing any verbal agreement made by and between the University Student Union and a new hire regarding Relocation Expense Reimbursement and prior to the occurrence of relocation.

Debra L. Hammond, Executive Director
University Student Union

DATED: