



Cañada College • College of San Mateo • Skyline College

SMCCCD Employee Relocation Reimbursement Procedure

When it is in the best interest of the District to relocate an employee, the District will provide relocation assistance up to \$5,000 to new employees. This allowance is determined to be a supplement to moving costs and may not cover all moving or relocation expenses and may be modified at the discretion of the Chancellor. In the event that the expense relates to the Chancellor, the amount may be modified by the Board of Trustees.

Eligibility: New full-time, permanent employees.

Duration: Any assistance provided will normally be requested within six months of the date the employee begins employment with the District.

Reimbursement: Relocation assistance will be handled as a reimbursement of actual expenses similar to business travel expenses. These will be identified in the employee's relocation agreement.

Repayment Provision: If the employee voluntarily leaves the District within 12 months of relocation, the employee must agree to reimburse the District for relocation assistance provided to the employee by the District.

Taxes: The District will maintain a record of cumulative relocation expenses and will provide the appropriate tax forms to the employee for personal federal and state income tax filings in the appropriate year. All relocation reimbursements are considered taxable income to the employee.

Agreement: Each relocating employee will be provided with a relocation agreement that will set forth the specific obligations of both the District and the employee.

Categories of Approved Relocation Expenses and Limitations: The following categories of expenses - up to \$5,000 - will be provided by the District:

1. **Relocation of household goods:** A moving allowance will be provided to the employee.
2. **Miscellaneous associated expenses:** The District will provide assistance for costs incurred with the move including relocation travel costs. Expense records must be obtained and submitted to the District's Accounts Payable Office for reimbursement.

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Allowable and Unallowable Reimbursable Moving Expenses*

Allowable Expenses

- Moving and shipping of household goods including packing, crating, temporary storage, and shipment;
- Mileage for personal vehicles (up to 2 vehicles) at \$0.18/mile¹;
- Lodging expenses for employee and household members while moving from previous residence to new residence;
- Meals for employee and household members while moving from previous residence to new residence.
- All other expenses directly related with relocation.

Unallowable Expenses

- Direct costs associated with selling or purchasing a home;
- Expenses related to breaking a lease;
- Expenses incurred while looking for a new residence;
- Expenses incurred during the hiring process;
- Return trips to former residence;
- Expenses to improve former residence;
- Expenses to connect or disconnect household utilities.
- Security deposits.
- All other expenses not directly related with relocation.

* Questions regarding expenses not referenced on this list should be directed to the Office of Human Resources.

¹ Mileage rate based on CA approved [personal vehicle mileage reimbursement for relocation](#)

Relocation Expense Reimbursement Request

Employee Name _____

Employee G# _____

Date of Request _____

DATE	Airfare	Hotel	Meals	Car Rental	Moving of Household Goods	Miscellaneous*	Personal auto Mileage at \$0.18 per mile	Total Costs
TOTALS								

Copies of receipts attached for all expenses _____ YES or _____ NO and if no, explain why?

*Explanation of miscellaneous costs:

Total Cost of Relocation Expenses:

Additional Relocation Expenses Owed to Employee:

Signatures and Approvals:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

VP, Admin
Services: _____

Date: _____

FOAP: _____

Human Resources: _____

Date: _____