{Date}

{Name}

{Address}

{City, State, Zip}

Dear {Name}:

RE: Moving and Relocation Expense Reimbursement

Congratulations on your recent appointment to the positon of {Position} in the {Department/Division}. I look forward to working with you in support of the university and our students. Below is information to help you complete the process of relocation.

**Moving and Relocation Expenses**

California State University, Dominguez Hills will reimburse you up to ${amount} for the following expenses incurred in your relocation (documentation/receipts required):

* Packing, insurance, transportation, unpacking, and installation of household goods.
* Transportation, meals, and lodging expenses incurred by you and your family during travel between your old residence and your new residence.
* Storage of household goods in transit (not to exceed 60 calendar days).

Reimbursements for per diem and transportation expenses are paid according to guidelines established by the California State University (CSU). Current rates are listed at <https://www.csudh.edu/accounting-services/general-accounting/travel/index>.

**Submission and Payment of Claims**

Please complete your Travel Expense Claim Form found at <https://www.csudh.edu/accounting-services/forms/>, attach all documentation/receipts, and submit to your department administrator for signature. The approved Form should then be forwarded to Accounts Payable for reimbursement.

**Moving Cost Estimates**

We encourage obtaining estimates in order to make an informed decision regarding your moving costs. If you would like information on vendors previously used by the university, Procurement, Contracts, Logistical and Support Services (PCLASS) can provide you with a list of vendors. They can be reached at (310) 243-3799. After you contact the vendor, they will assign an estimator from the point of origin to provide an estimate for the move.

**Repayment of Moving and Relocation Expense Reimbursements**

The CSU Policy and Procedures Governing Travel and Relocation Expense Reimbursement requires full or partial repayment of reimbursed moving expenses if new faculty/staff leave the university after a brief stay. For more information, please refer to the CSU Travel Policy at <https://www.csudh.edu/accounting-services/general-accounting/travel/index>.

Please sign and return the enclosed Declaration of Notice Form indicating that you understand the provision.

**Reporting of Moving Expense Payments**

Please be aware that certain reimbursable expenses may be treated as taxable compensation. For information regarding taxable and nontaxable moving and relocation expenses, please contact the Accounting Services Department at (310)243-3807. Payments for taxable moving expenses will be reported on your Form W-2 (Wage and Tax Statement). Additionally, the taxable portion of your moving and relocation expenses reimbursement will be subject to mandatory tax withholding rates which will be deducted from your paycheck after you receive reimbursement. For more information, please visit the Internal Revenue Service website: <http://www.irs.gov> (Publication – 521/Moving Expenses).

I am pleased to welcome you to California State University, Dominguez Hills. I am sure you will find your experience with us to be rewarding and enjoyable. If I can be of further assistance in this matter, please contact me at (310) 243-XXXX.

Sincerely,

{Name}

Vice President

{Department}

Enclosure

cc: Procurement

 Accounting

 {Department}

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| --- |
| **DECLARATION OF NOTICE: Repayment of Moving or Relocation Reimbursement** |

I, the undersigned, do herby acknowledge that I have received, read, and do understand the terms and conditions contained in the Notice of Authorization for Moving and Relocation Expense Reimbursement. Further, I herein acknowledge and ensure compliance with the conditions under which moving and relocation expenses shall be repaid.

**Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

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| --- |
| **RETURN SIGNED FROM TO:** |

**California State University, Dominguez Hills**

**Human Resources – WH 340**

**1000 E. Victoria Street**

**Carson, CA 90747**

**(310) 243-3771**