



Moving and Relocation Checklist

General Information

- Keep copies of all receipts and expenses related to your move.
- An employee and spouse or domestic partner may be reimbursed for one house-hunting trip round trip from the former residence to campus) in addition to relocation travel expenses. No expenses related to other dependents or animals are allowable.
 - Relocation travel expenses are defined as a one-way trip from the former residence to the general area of the new campus or primary job location.
 - Members of your household do not need to travel together to Bakersfield. However, only one one-way relocation trip per person will be reimbursed, and the cost of moving one vehicle will be covered.
- Mileage is reimbursed for the shortest, most direct route using [Google Maps](#) from the former residence to the Bakersfield area.
 - If you make a stopover or take side trips during your trip to your new home, the expenses and mileage for the extra mileage will not be reimbursed.
- Actual lodging will be reimbursed, and the per diem rate for meals and incidentals (M&IE) will be paid for every 24-hour period up to these limits:

Type	Rate
Lodging	\$333.00 limit per night, excluding taxes
Meals & Incidentals (M&IE)	\$68.00 limit per person, per day (2 person maximum)

- The maximum tip allowable by the CSU is 20%.
- The reimbursement ends upon arrival in the Bakersfield area.
- All expenses must be ordinary, reasonable, not extravagant, necessary, and allowable. (If you want to verify if an expense not included below is allowable, please contact the Travel Team at travel@csub.edu.)



Examples of Allowable Expenses

- Boxes and packing materials
- Penalty for breaking a lease early
- Mileage using the most direct route
- Rental moving truck and gasoline
- Moving company
- Labor hired to load and unload household goods
- Lodging in route to Bakersfield
- Storage unit (up to 60 days)

Examples of Unallowable Expenses

- Alcohol
- Purchase of trailers
- Purchase of appliances and furniture

Required Documents for a Moving and Relocation Claim

- Original, detailed receipts of all expenses \$75.00 and over.
 - All receipts must have the vendor's name and contact information printed on them.
 - At restaurants, travelers should request to keep the detailed receipt of what was ordered. If a detailed receipt isn't received, the traveler must verify that no alcohol was purchased by writing "no alcohol" on the receipt and signing it.
 - Receipts should include the method of payment (including the last four digits of any credit card used).
- Moving company documents
 - Detailed invoices with the company/individual's name and contact information showing a zero-balance due or receipts showing payment in full.



Policies and Procedures

This checklist is meant to be an aid and is not a complete list of procedures to be followed. Reimbursement will be paid based on the following documents located on the [Moving and Relocation](#) webpage of the CSUB Payment Services site.

If an employee whose moving and relocation expenses have been reimbursed does not continue employment with CSUB for a period of at least two years (unless discontinuance of employment was the result of death, disability or other similar unexpected cause beyond the control of the employee as determined by the employer), the employee shall repay CSUB the following percentage of the amount received for reimbursement for such moving and relocation expenses (including if the employee transfers to another CSU):

Duration of CSUB Employment	Repayment Percentage Due
Less than 6 months	100%
At least 6 months but less than 12 months	75%
At least 12 months but less than 18 months	50%
At least 18 months but less than 24 months	25%