

## General Information

UCR contracts with third-party vendors that will assist you with your move/relocation. It is essential that you work with your department to secure a UCR approved vendor to ensure you receive the appropriate discounted moving rates and reimbursements. You will be responsible for making your own personal travel reservations and will be reimbursed after you have submitted a travel expense voucher with the supporting documentation. It is required that you retain all receipts of purchases and submit them with your request for travel reimbursement.

## Tax Implications

Effective January 1, 2018, the Tax Cuts and Jobs Act (P.L.115.97) may impact the reimbursement of moving expenses made to employees or paid directly to third parties by the university. [Click here](#) for additional information.

For an accurate summary of the IRS regulations, the university advises that you read the actual IRS documents at <http://www.irs.gov>, specifically, Publication [521 - Moving Expenses](#) and Publication [535 - Business Expense](#) which contains additional information on moving expenses. You are also encouraged to consult with your personal tax advisor.

## Insurance

The UC agreement with the moving agents insures household goods that are allowable expenses. Personal items that are not allowable expenses are not covered by the university's insurance. Household goods are insured at \$3.50-\$4.00 times the weight. The first \$50,000 of value is included in the agreement with the moving carriers at no additional charge. For values in excess of \$50,000, a charge of \$.40 per \$100 of additional value is added to the invoice. Items of extreme value should be brought to the moving agent's attention at the time of the estimate. In the event of damaged or lost articles, it is your responsibility to file a claim against the carrier. Any damages upon receipt of household goods must be noted on the carrier's freight bill.

## Additional Resources

### Business and Financial Services

Accounting Office

<http://accounting.ucr.edu/travel>

(951) 827-1933 or (951) 827-1936

Procurement Services Campus Purchasing

[www.procurement.ucr.edu](http://www.procurement.ucr.edu)

(951) 827-3005

### Human Resources

Human Resources Policy

[hrpolicy@ucr.edu](mailto:hrpolicy@ucr.edu)

(951) 827-2622

# Family and Household Move Information for Staff Employees

UNIVERSITY OF CALIFORNIA  
**UCRIVERSIDE** | Human Resources

Revised February 2018

**Welcome** to the University of California, Riverside (UCR). As you make plans to prepare for your journey to campus, we want to provide you with general instructions that will help you navigate through any moving/relocation expenses you may have. While this brochure summarizes UCR's Moving Expense and Relocation Allowance for Staff, we recommend you acquaint yourself with the policy before you prepare to move.

---

## Prior to Your Move

- > Become familiar with UCR's Moving Expense and Relocation Allowance for Staff [Policy 650-32](#), UC Policy [G-13](#) and UC Policy [G-28](#).
  - > Do not enter into a contract with an unaffiliated UCR carrier. Your department will submit the appropriate information to the university purchasing department to begin the process of your relocation. Making moving or relocation arrangements with non-UCR carriers will not be reimbursed by the university.
  - > Ensure that your arrangements are allowable expenses.
  - > If a household item or good is not covered by the policy, ask your department to request an exception to the policy. An exception to the policy must be approved by university administration prior to the move.
- 

## After You Move

- > You must sign for all receipts for your goods. Please note all damages, exceptions or missing items on each receipt.
  - > Please check for moving completeness – especially if goods were disassembled.
  - > You are responsible for filing a claim with the carrier and informing the university if there are damages to your goods incurred by the carriers.
  - > The carrier will invoice the university.
  - > You must fill out a Travel Expense Voucher with all corresponding receipts in order to be reimbursed for personal moving expenses.
- 

## Reimbursement

Request for reimbursement for moving expenses should be made on the [Moving Expense Reimbursement form](#). It should be submitted within 7 days after your move. Original receipts along with the Travel Voucher must be supplied for allowable expenses, which include:

- > All airline expenses.
- > All itemized lodging expenses for domestic travel.
- > All rental car expenses.
- > Gifts provided to a host costing \$25 or more (only one gift per stay to a maximum of \$75).
- > Meals and incidental expenses and miscellaneous expenses of \$75 or more.

## Reimbursable

UCR will reimburse for actual and necessary moving expenses, which include:

- > The total reasonable cost for packing, crating, transporting, unpacking, uncrating household goods, personal effects and replacement insurance to move items from your primary residence to your new address.
  - Household goods - items that are essential to maintaining a household, (e.g., appliances, furniture, artwork, or other ornaments, decorations, kitchen utensils, dishes, lamps, televisions, stereo equipment, hand tools, garden tools, clothing, etc.).
  - Storage costs for household goods and personal storage effects for up to 30 days, immediately after relocation from the primary residence.
  - Reasonable lodging and meals associated with air or automobile travel. If you need lodging in Riverside, please check with your department to see what hotels UCR has entered into a contract with. Expenses will be reimbursed in accordance with [BFB G-28](#).
- > If travel is by air, air coach transportation costs for you and your immediate family (most economical fare) and meal expenses for the day(s) of air travel, as necessary because of layovers (usually does not exceed one meal per person).
- > If travel is by automobile or means other than by air, expenses up to (but not exceeding) the equivalent of the most economical air coach transportation costs for you and your immediate family members.
- > Vehicles up to two personal motor vehicles per household (includes motorcycles), may be shipped or driven. If you decide to drive a personal vehicle, you will be reimbursed at the mileage rate published in [BFB G-28, Appendix A](#).

## Non Reimbursable

UCR will **not** reimburse or pay for costs that are outside the reasonable costs for packing and unpacking, which include:

- > Moves that are less than 50 miles.
  - > Assembly and disassembly of unusual items such as swing sets, swimming pools, satellite dishes, hot tubs and storage shed.
  - > Animals (except for household pets consisting of domesticated animals normally kept or permitted in a residence) or the costs associated with kenneling of pets.
  - > Motorized recreational vehicles, including: boats, kayaks, canoes, airplanes, camping vehicles, snow machines and jet skis.
  - > Canned, frozen or bulk foodstuffs.
  - > Building supplies, farm equipment and firewood.
  - > Plants.
- 

## Repayment Provision

If you are a MSP or PSS appointee and you voluntarily separate from your position prior to completing one year of service and do not accept a position within the UC system within 12 months from your initial date of appointment, you may be required to pay back 100 percent of the moving and relocation expense reimbursed by the university.