

UC IRVINE RELOCATION EXPENSE FORM

Managers and Senior Professionals (MSP) and Professional and Support Staff (PSS) Personnel

Note: subtotal and total fields do not calculate; you must manually enter expense totals before submitting to Accounting.

References

[UC Policy G-13](#) for list of allowable expenses for non-academic titles (MSP and PSS)

Moving & Relocation Expenses – UCI website: <https://accounting.uci.edu/moving>

Department is required to submit:

- *All receipts with proof of payment* of reimbursable final personal moving expenses for auditing purposes.
- Include a copy of the signed offer letter. Redact compensation information.
- Exceptional approvals must be in writing, signed and attached in the Move/Relo Reimbursement document.

Employee Name _____	Hiring Department _____
Payroll Title _____	Dept. Contact Name _____
Start Date _____	Dept. Contact Phone _____

Immediate Family Member’s Full Names

Name _____	Relationship _____

SECTION 1: Time & Distance Requirements – answer all four questions.

1. Meet the Distance Requirement? Yes No
 The distance between the employee’s new job location and his/her former principal residence must be at least 50 miles more than the distance between the employee’s previous work location and his/her former principal residence.
2. Meet the Time Requirement? Yes No
 Will the employee work full time for at least 39 weeks during the 12-month period immediately following the employee’s start date?
3. Commencement of Work Requirement Yes No
 Moving expenses incurred within one year from the time the employee first reports to the new job?
4. Have **all three** of the above been met? Yes No

SECTION 2: Expenses

2A. Temporary Housing & Groceries (Up to 30 days)

Policy: Temporary housing & groceries, refer to the move policy for eligibility and allowable number of days. *Original itemized receipts with proof of payment required. Attach a spreadsheet for additional details. Refer to Section 2B for meal cap requirements.*

Number of Nights: _____ Check In Date: _____ Check Out Date: _____ Room & Tax Total: _____ # of People: _____

Total Meals	\$ _____	Date: _____	# of People	_____
Total Meals	\$ _____	Date: _____	# of People	_____
Total Meals	\$ _____	Date: _____	# of People	_____
Total Meals	\$ _____	Date: _____	# of People	_____

Sub-Total of Temporary Housing & Meals Expenses (2A) \$ _____

2B. Meals during Final Move

Policy: Meals & IE, employees are required to claim actual costs not to exceed the per person daily cap (refer to University California G-28 Travel Regulations, Appendix B) for travel 24 hours or more with overnight accommodations. No exceptions in exceeding the per person daily cap. M&IE cap shall not be treated as a per diem reimbursement.

Total Meals \$ _____ Date: _____ # of People _____
Total Meals \$ _____ Date: _____ # of People _____
Total Meals \$ _____ Date: _____ # of People _____
Total Meals \$ _____ Date: _____ # of People _____
Total Meals \$ _____ Date: _____ # of People _____
Total Meals \$ _____ Date: _____ # of People _____

Sub-Total of Meals during Final Move Expenses (2B) \$ _____

2C. Rental Car & Rental Gas Expenses (while primary vehicle is being shipped) - *Attach itemized receipts with proof of payment.* Policy: Vehicle rental, category up to Intermediate size. Larger vehicle, considered an upgrade will require exceptional approval.

Rental Car \$ _____ Gas Expense \$ _____

Sub-Total of Rental Car & Gas Expenses (2C) \$ _____

2D. Storage (Up to 30 days) charged incurred before and after transit \$ _____ **Total of Storage (2D) \$ _____**

TOTAL EXPENSES, SECTION 2 - (Total of 2A-2D) \$ _____

SECTION 3: Employee Expenses

3A. Third-Party Expenses— Moving company - labor hours, supplies, storage, etc. A move from the old to the new residence must be made via a conventional mode of transportation using the shortest and most direct route available and in the shortest period normally required to travel such a distance. *Provide the moving company's original itemized receipts with proof of payment.*

Moving Company Name: _____ Total: \$ _____

Household personal move misc. expenses (moving supplies: boxes, bubble wrap, tape, etc.) Total: \$ _____

100% Lab, library move to Campus Total: \$ _____

The moving company must provide a separate quote and invoice from household goods, showing the lab/library move expense direct to UCI Campus. This is required documentation.

Sub-Total of Third-Party Expenses (3A) \$ _____

3B. Vehicle Transport, Shipped

Deposit \$ _____ Final Payment \$ _____

Sub-Total of Vehicle Transport, Shipped Expenses (3B) \$ _____

3C. Vehicle Transport - Driven, Employees drive personal vehicle instead of flying.

Actual travel expenses for the employee and immediate family, not to exceed the cost of air coach transportation. If claiming meal costs in-route, must be in accordance with UC G-28 Travel Regulations.

Car mileage: _____ Total dollar amount for mileage: \$ _____

Mileage rate for personal vehicle reimbursed at the rate published in the UC G-28, Appendix A. Mileage reimbursed based on most direct route from former residence to new residence. Provide Google Map or MapQuest.

Moving truck rental: \$ _____ Moving truck rental fuel: \$ _____ Ground transportation: \$ _____

Sub-Total Transport Expenses - (3C) \$ _____

TOTAL EXPENSES SECTION 3 - (Total of 3A-3C) \$ _____

