

**STUDENT UNION, INC.**  
**MOVING REGULATIONS**

**A. DEFINITIONS**

“Employee”-a full-time employee who has formally accepted an authorized offer of employment with the Student Union Inc. of San Jose State University.

“Housing goods”-personal effects and items used, or to be used, in the employee’s residence necessary for the maintenance of a household.

**B. MOVING AND RELOCATION REIMBURSEMENT**

The Student Union, Inc. has no contractual arrangement with any moving company for moving the employee’s household goods. The employee must negotiate a personal contract with the mover of his/her choice.

Full or partial reimbursement within budgetary constraints, may be allowed for the actual and necessary expenses incurred for packing, insurance, transportation, storage in transit (not to exceed 60 calendar days), and unpacking and installation of the employee’s household goods at the new residence, when properly documented by invoices and receipts. **Should the employee move himself/herself, reimbursement for such moves may not exceed the cost that would have been incurred had a commercial moving firm been used. Expenses for moving a vehicle will not be reimbursed.**

An employee may be reimbursed for travel expenses incurred in relocation. Travel expenses including lodging, meal allowances, incidental allowances for every complete 24-hour period, and mileage traveled. The following limits apply:

**Lodging - Actual cost as long as reasonable with original receipts.**  
**Meals - \$55.00 per day.**  
**Incidentals - \$7.00 for each completed 24-hour period.**  
**Mileage – 17.0 cents per mile**

**C. PROCEDURES FOR PAYMENT OF CLAIMS**

Original receipts and invoices verifying the actual cost of a move should be submitted to the Student Union Inc. Accounting Office.

The Accounting Office will reimburse the employee upon receipt of the signed expense claim form with appropriate original receipts and authorization to pay.

**D. IF EMPLOYMENT TERMINATES WITHIN TWO YEARS**

If an employees whose moving and relocation expenses have been reimbursed, does not complete his/her employment with the Student Union, Inc. for a period of at least two years (24 months), that employee shall repay the following percentage of the reimbursement amount:

- 100% of total cost- if employed less than six months,**
- 75% of total cost- if employed at least six months but less than 12 months.**
- 50% of total cost- if employed at least 12 months but less than 18 months.**
- 25% of total cost- if employed at least 18 months but less than 24 months.**

Employees who discontinue employment due to death, disability, or similar unexpected cause beyond the control of the employee as determined by the Student Union, Inc. are exempt from this repayment policy.

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Signature

\_\_\_\_\_  
Date