The Collective Bargaining Agreement between the University of San Francisco and the USF Faculty Association provides that new faculty/librarians are eligible for reimbursement of the following relocation amounts, subject to appropriate receipts.

- $4000 maximum for expenses incurred for relocation from the East Coast (EDT)
- $2500 maximum for expenses incurred for relocation from Midwest (CDT)
- $2000 maximum for expenses incurred for relocation from West Coast (PDT, MDT)
- $4,000 maximum for expenses incurred for relocation from outside the continental US (Alaska and Hawaii), subject to appropriate receipts.

If the College reimburses an additional amount, the Dean’s office enters that amount in the space provided below. The total relocation reimbursement will be comprised of the sum of the reimbursement paid by Human Resources and the reimbursement paid by the College.

To qualify for relocation reimbursement, former residence must be greater than 50 miles from USF main campus, and the move must be made within 1 year of 1st day of USF full-time employment.

Certain relocation reimbursements may be deemed taxable income per Internal Revenue Service (IRS). Such reimbursements will be added to your income, and taxes relating to those amounts will be withheld from your paycheck at the time of reimbursement during that calendar year. For important information about treatment of reimbursements for tax purposes, please visit http://www.usfca.edu/Business_and_Finance/Moving_Reimbursement_Policy.

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**TO BE COMPLETED BY DEAN’S OFFICE**

After page one of the request is completed by the Dean’s office, it should be returned to the employee, who needs to complete page two.

_____________________________ is eligible for reimbursement of relocation and housing expenses as outlined below:

$_________________________ Reimbursed by USF Human Resources Department (See Above)

$_________________________ Additional amounts to be reimbursed by College (charged to College FOAPL)

$_________________________ Total Relocation reimbursement (Amount is subject to applicable taxes.)

________________________________________   ______________________
Print Name        Date

________________________________________   ______________________
Signature        College

Page 1 of 2  
March 2015
Relocation Reimbursement Request
USFFA Faculty and Librarians

TO BE COMPLETED BY EMPLOYEE

________________________________________   ______________________
Print Name        Date

________________________________________   ______________________
Signature        CWID # (8 digit)

________________________________________   ______________________
College        Campus Phone

After both page one and page two are completed, the Relocation Reimbursement Request and the original, supporting receipts must be entered into Concur by the employee or by the Dean’s office. One in Concur, the reimbursement request is routed to the appropriate individuals, including Human Resources and Accounting and Business Services, for approval. A check payable to the employee will be issued within ten business days of approval within Concur.

For reimbursement of 1st and last months’ rent, please submit a Rent Reimbursement Request.

COMPLETED REQUEST SHOULD BE SUBMITTED TO THE DEAN’S OFFICE WITHIN 60 DAYS OF RELOCATION.