



Rent Reimbursement Request USFFA Faculty and Librarians

Effective July 1, 2023, the Collective Bargaining Agreement between the University of San Francisco (USF) and the USF Faculty Association (USFFA) provides that new faculty/librarians are eligible for a one-time reimbursement payment of up to \$7,500 for first and second months' rent, subject to the requirements listed below.

Instructions:

1. USFFA member completes Section 1 and submits to Dean's office along with a photocopy of rental agreement and proof of payment of first- and second-month's rent no later than the last day of classes per the academic calendar of the first semester of employment.
2. Dean's office refers to Section 2 and processes a one-time payment
3. The reimbursement (less applicable taxes) will be included in the USFFA member's paycheck on the next available payroll cycle following one-time payment approval

Section 1: USFFA Member

Name:

CWID # (8 digits):

College:

USF Email:

New Address:

By signing below, I am confirming that I meet the following eligibility criteria:

- I started full-time employment at USF within the past 12 months
- My new rental residence is within 50 miles from USF main campus
- My change in residence is more than 50 miles from my former residence
- I have included a photocopy (not original) of my rental agreement and proof of payment
- I have completed my new employee paperwork
- I am eligible for payroll processing prior to submitting this request

By signing below, I understand that:

- The reimbursement amount is taxable income
- The reimbursement amount will be paid through payroll with applicable withholding

Signature

Date

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Section 2: Dean's Office

- Initiate a one-time payment and enter effective date.
- For "one-time payment plan" select moving reimbursement
- Enter the amount of reimbursement
- For Work tag, select FOP 150100-541004-1600
- For additional information section note if reimbursement is for rent or relocation
- Upload the request form, proof of payment and amount of rent from lease agreement to the one-time payment request.