

## Relocation Reimbursement Request USFFA Faculty and Librarians

The Collective Bargaining Agreement between the University of San Francisco and the USF Faculty Association (USFFA) provides that new faculty/librarians are eligible to receive the following amount for relocation expenses:

- Relocation from the East Coast (EDT): \$4,000 maximum
- Relocation from Midwest (CDT): \$2,500 maximum
- Relocation from West Coast (PDT, MDT): \$2,000 maximum
- Relocation from outside the continental U.S. (Alaska and Hawaii): \$4,000 maximum

Please note: Effective January 1, 2018, the Internal Revenue Code (Sec. 11048(b) of P.L. 115- 97) was amended to eliminate the exclusion from income for qualified moving expense reimbursements. As such, any amount provided to a USFFA member for relocation expenses will be treated as taxable income and taxes relating to the amount will be withheld from the member's paycheck during that calendar year. For important information about treatment of reimbursements for tax purposes, please review the Moving Reimbursement Policy available at [myusf.usfca.edu/abs/policies](https://myusf.usfca.edu/abs/policies).

### Instructions:

1. USFFA member completes Section 1 and submits to Dean's office
2. Dean's office refers to Section 2 and processes a one-time payment
3. The relocation benefit (less applicable taxes) will be included in the USFFA member's paycheck on the next available payroll cycle following the one-time payment approval

# Relocation Reimbursement Request USFFA Faculty and Librarians

## Section 1: USFFA Member to Complete

Name:

CWID # (8 digits):

College:

Email Address:

Former Address:

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 residence is within 50 miles from USF main campus
- My change in residence is more than 50 miles from my former residence
- I have completed my [new employee onboarding](#)
- I am eligible for payroll processing prior to submitting this request
- I understand the amount is taxable income and applicable withholdings will be taken

Signature:

Signature Date:

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## Section 2: Dean's Office Instructions

- 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 relocation request form and proof of payment to the one-time payment request.

**NOTE:** Any amounts in excess of the amounts specified in the USFFA CBA must be submitted as a separate one-time payment and charged to the college.