



### **Rent Reimbursement Request USFFA Faculty and Librarians**

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 \$7,000 for first and last 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 last month's rent within 60 days of signing rental/lease agreement
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 Phone Extension:

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.