

Document Number \_\_\_\_\_

Department \_\_\_\_\_

Prepared BY / Extension \_\_\_\_\_

### CALIFORNIA STATE UNIVERSITY, FULLERTON CERTIFICATION FOR REIMBURSEMENT OF MOVING/RELOCATION EXPENSES

Pursuant to the authority granted the campus President by the California State University Internal Regulations Governing Moving and Relocation Expenses, I, as the President/President's Designee, hereby authorize payment to \_\_\_\_\_ for expenses pertaining to moving and relocation.

Indicate if faculty or staff:  Faculty  Staff

The total expense is not to exceed \$ \_\_\_\_\_ for the individual listed above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

CHARTFIELD(s)

Account (6)	Fund (5)	Department (5)	Program (4)	Class (5)	Project (8)	Amount
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SIGNED:

\_\_\_\_\_  
Dean/Department Chair/Account Responsible Person  
California State University, Fullerton

SIGNED:

\_\_\_\_\_  
Vice President/Vice President's EIC  
California State University, Fullerton

SIGNED:

\_\_\_\_\_  
President/President's EIC (\$10,000 or more, President's approval required)  
California State University, Fullerton

#### CERTIFICATION OF EMPLOYEE

Expenses associated with the relocation (i.e. moving of household goods, land transportation, air transportation, and meals while enroute to new location) may be reimbursed up to the approved amount on this form and in accordance with the procedures outlined in the CSUF Travel Operations website:

[https://adminfin.fullerton.edu/finance/ap\\_travel/services/travel/MovingAndRelocation.php](https://adminfin.fullerton.edu/finance/ap_travel/services/travel/MovingAndRelocation.php)

All amounts paid on behalf of the individual for moving expenses are reported to the CA State Controller's Office and will be taxable at the 22% supplemental Federal income tax rate. The amounts are reported in Box 1 of the W-2 Form. Such amounts are also subject to applicable state income withholding taxes and other applicable deductions. Expenses paid directly to a third-party for moving services (packing, shipping, and unloading) are taxable. In addition, reimbursement is not allowed for any move less than 50 miles from your former residence and for transporting a private vehicle (IRS distance test). The University does not gross-up payments to take into account the applicable taxes and/or union dues withheld or deducted for moving and relocation payments. Please consult your personal tax advisor should you have any questions regarding these matters.

**Please note that tax withholding will appear on the employee's subsequent, regular pay warrant after processed by the SCO. The required federal taxes withheld may have a significant impact on the employee's net pay for the affected pay period depending on the amount paid on behalf of or reimbursed to the employee, and the employee's individual tax situation.**

It is understood and agreed that if I do not continue my employment for a period of at least two years (unless discontinuance of employment is the result of death, disability, or similar unexpected cause beyond my control as determined by the University) I will repay the following percentage of any amount received as reimbursement for moving/relocation expenses, in accordance with Section 207 of Board of Trustees Internal Regulations Governing Moving and Relocation expenses:

- 100 percent if employed less than six (6) months
- 75 percent if employed six (6) months but less than twelve (12) months
- 50 percent if employed twelve (12) months but less than eighteen (18) months
- 25 percent if employed eighteen (18) months but less than two (2) years

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

SIGNED: \_\_\_\_\_