

Effective February 1, 2019, Departmental requests for the reimbursement of up to 100% of reasonable moving expenses for all eligible academic employee titles may be submitted directly to accounts payable without additional review or exceptional approval under APM 560.

Eligible titles at UCSF are limited to the following title series:

**Faculty:** Professor-Ladder Rank, Professor – in Residence, Professor of Clinical X, Health Sciences Clinical Professor, Adjunct Professor. [A guide to moving and relocation expenses for faculty is also available online.](#)

**Non-Faculty:** Academic Administrator, Academic Coordinators, University Librarian (incl Asst/Assoc), Librarian, Professional Research and Specialist.

**Note:** *The Lecturer series and all student titles are NOT eligible.*

All expenses and requests for payments are subject to the same rules and regulations set forth in UC Business and Finance Bulletin G-13 (<https://policy.ucop.edu/doc/3420347/BFB-G-13>). If you have questions about moving and relocation expense reimbursement, please contact the [Accounts Payable Helpdesk](#).

Note: The following key changes made to [Policy and Regulations Governing Moving and Relocation, UC Policy G-13](#), went into effect on **October 15, 2017**:

- *Eliminates* payment of a *relocation allowance* intended to offset higher living costs in a new location<sup>1</sup>.
- Allows for reimbursement of certain actual and reasonable expenses associated with *closing costs for purchase of a new primary residence, selling costs from the sale of a former primary residence, or settlement costs for an unexpired lease* when relocation is required.
- Establishes provisions for *repayment by the appointee* of moving and relocation expenses if the appointee voluntarily separates from the position prior to completing one year of service and does not accept a UC position within 12 months from the initial date of appointment.
- Clarifies *reimbursement of meals while in temporary living quarters* for up to 30 days.
  - If the temporary lodging *has cooking facilities*, the cost of groceries will be reimbursed.
  - If the temporary lodging *does not have any cooking facilities*, meals will be reimbursed in accordance with [Travel Regulations, UC Policy G-28](#) including meal limits.
- Requires submission of moving and relocation expense reimbursement requests within a *reasonable amount of time not to exceed 60 days*.

[For additional information: https://supplychain.ucsf.edu/employee-moving-and-relocation](https://supplychain.ucsf.edu/employee-moving-and-relocation)

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<sup>1</sup> Excludes FRAP payments for eligible faculty. For additional information regarding the UCSF Faculty Relocation Allowance Program, please visit <http://tiny.ucsf.edu/frapguidelines>