



Board Policy 614 Relocation Reimbursement Expense

The purpose of this policy is to remain competitive in the recruitment of full time administrative, certificated or management staff with other colleges and to establish financial oversight and control of reimbursable relocation expenses related to those applicants who relocate after accepting employment in the District. The Board recognizes that individuals may be required to incur significant expense for relocation of their primary residence into the District. The Chancellor may, if necessary, grant reimbursement if circumstances exist that he/she deems appropriate for such reimbursement.

Relocation expenses may be reimbursed up to a maximum of \$2,000 under the following conditions:

1. Lodging while house hunting
2. Mileage at District rate to establish residence
3. Temporary motel expenses while waiting for house or apartment to become available
4. Household moving expenses whether by common carrier or rental truck

Actual rental expenses such as first months rent and security deposits, as well as utility deposits associated with hook up will not be covered. Meal expenses during relocation will not be covered.

Board approval date: 9/23/97