RELOCATION ALLOWANCES
Applicable Policies

- Board of Regents Policy 9.208
  - [http://www.hawaii.edu/policy/?action=viewPolicy&policySection=rp&policyChapter=9&policyNumber=208&menuView=closed](http://www.hawaii.edu/policy/?action=viewPolicy&policySection=rp&policyChapter=9&policyNumber=208&menuView=closed)

- Administrative Procedure A8.863
  - [http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ap&policyChapter=8&policyNumber=863&menuView=closed](http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ap&policyChapter=8&policyNumber=863&menuView=closed)
Purpose

“…to partially reimburse an eligible new or transferred employee for reasonable travel expenses as part of a household move. The relocation allowance is discretionary on the part of the program manager and is subject to availability of funds.”
Who is eligible?

UH Board of Regents appointees with regular, full-time appointments of at least one year

Civil service employees
Visiting faculty and staff
Casual appointees
Consultants
Student help
Graduate assistants
Postdoctoral fellows paid by stipends
Who has the authority to approve?

- Dean/Director
  - Up to $8,000

- Chancellor (David Lassner)
  - In excess of $8,000 and exceptions noted in A8.863, Section III.C.3.

- Vice President for Budget and Finance/Chief Financial Officer (Kalbert Young)
  - Exceptions to the allowable reimbursements and the rules & procedures
Airfare

- Coach class
- Most economical/direct route
- One-way (unless round-trip is more cost effective)
- For new employee, spouse/domestic partner, and dependent children
  - Note: For domestic partner, employee and partner must submit declaration of domestic partnership
Automobile Mileage

- Private automobile
- From old residence to shipping terminal
- Use moving federal allowable mileage rate ($0.19/mile for 2016)
- Based on most direct route (use Mapquest, Google Maps, or similar to compute)
Shipping Costs

- Personal effects and professional materials
- From the appointee’s former home
- Generally, appointee solicits three quotations and selects the lowest
Taxi

- To the airport on the day of departure
- From the airport on the day of arrival
COMMON EXCEPTIONS
Allowance in excess of $8,000

- Chancellor is authorized to approve
- Justification for excess must be provided
Car rental in Hawaii after the day of arrival

- Chancellor is authorized to approve
- Not to exceed two weeks (or until personal vehicle is received)
- Provide justification for larger than compact size
Temporary housing in Hawaii after the day of arrival

- Chancellor is authorized to approve
- Not to exceed two weeks
- Use federal allowable rate as a guide for reasonableness
Issuance of purchase orders to vendors

- Chancellor is authorized to approve
- For allowable relocation expenses (ex. airfare, shipping, temporary housing)
- Department must comply with University procurement guidelines for small purchases (A8.250)
Remember...

- On all excess and exception requests, the following criteria must be used as guidelines:
  - The excess and/or exception is necessary to attract a candidate who would otherwise not relocate to Hawaii
  - There is no other equally qualified and acceptable candidate who can be attracted without an excess and/or exception
  - The total allowance shall not exceed the actual cost of relocation as determined by suitable documentation of the actual cost
DISALLOWED EXPENSES
Disallowed expenses

- Meals
- Storage costs
- Fees related to pet quarantine
  - Note: Pet transportation expenses OK; special approval not required
Exceptions that require Chancellor’s approval only

- TO: David Lassner
- VIA: Cognizant Vice Chancellor
- FROM: Dean/Director

Sample signature line
Exceptions that require VP’s approval only

- TO: Kalbert Young
- VIA: David Lassner
- VIA: Cognizant Vice Chancellor
- FROM: Dean/Director

Sample signature line
Exceptions that require both Chancellor’s and VP’s approval

- TO: Kalbert Young
- VIA: David Lassner
- VIA: Cognizant Vice Chancellor
- FROM: Dean/Director
- Sample signature lines
Contact information

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