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To: pcbodist@covote.csusm.edu
Subject: [Pcbodist] Updates for Relocation and Student Travel
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Attachments: [HR2022-02.pdf](#)
[ATT00001.txt](#)



Partners in Campus Business Operations

Updates for Relocation and Student Travel

Sent On behalf of: CSUSM Travel Office

Hello PCBO Community,

We hope you all have had a great start to the Fall semester! Please see below for updates and reminders.

Relocation

Effective October 1, 2022, CSUSM will issue payment for reasonable estimated moving and relocation expenses without requiring supporting documentation. The payments are taxable under federal and California law and treated as supplemental income for taxation purposes.

This new process:

- Eliminates the need for employees to submit receipts and significantly reduces payment processing times.
- Relieves campus departments of hours of work in reviewing, denying, and/or approving expenses based on CSU and campus policies/procedures.
- Provides a new employee experience that is welcoming and positive.

The one-time payments will be made to employees after the start of employment.

Please see the attached memo from the Chancellor's Office for more information. Questions related to relocation expenses for faculty hires should be directed to Faculty Affairs, and questions related to staff/administrator hires should be directed to your department's HR Analyst.

Student Travel

In an effort to assist students who cannot cover the cost of travel and be reimbursed later, the Travel Office has partnered with each of the colleges and the Office of Graduate Studies and Research to offer a new prepayment option for student travel. Dean's offices + OGSR now have a designated student travel representative to help pay for student travel expenses. More information can be found on our new Student Travel website.

<https://www.csusm.edu/travel/includes/studenttravel/index.html>

Upcoming Concur Training

Join us virtually from 1:00 -2:00 pm on October 5 for a general Concur training and Q+A session.

<https://csusm.zoom.us/j/82003362948>

Direct Deposit

As always, we highly encourage all travelers to sign up for direct deposit for reimbursements. Direct deposit allows for quicker reimbursement, less paper, and avoids checks being lost in the mail. Please use [this workflow](#) and select "Direct Deposit Employee" ***This is different than Direct Deposit for Payroll.***

Helpful Guides

Please instruct all travelers or travel-prep staff to look at our [Training and Resources](#) page and our [FAQs](#) page.

Have a great rest of your semester

CSUSM Travel Office

traveloffice@csusm.edu