UCLA relocation is governed by the University of California wide policies and procedures and the IRS rules and regulations.

PGY 1’s and incoming PGY 2 level residents are eligible for reimbursement of expenses as a result of relocating to UCLA. The Maximum reimbursement allowance is $2500.00

Relocation expenses include allowable and reasonable costs incurred after the acceptance of the UCLA offer that are part of the final move from your medical school or your previous training institution (minimum 50 miles) to the final destination (Los Angeles).

All the moving expense receipts have to be submitted to the department coordinator on the relocation expense form by September 30th of the year expenses are incurred. The relocation expense form can be downloaded and filled out https://ucla.app.box.com/travel-pdf-policy-reloc-form

Reasonable costs are expenses that are considered to be reasonable under the circumstances of a move such as travel from the old to the new residence made via a conventional mode of transportation using the shortest and most direct route available and in the shortest period of time normally required to travel the distance. Any side trips or mini vacations must not be included in cost submitted as these are not covered by the university.

Any airfare arrangements for the new housestaff and eligible family members should be through the UCLA Travel Center. Please contact UCLA Travel Center at 310-206-2639/800-235-UCLA (8252) or email at travel@finance.ucla.edu. By using UCLA travel center, airlines will bill UCLA, thus avoiding your submission of required receipts for personal reimbursements.

Any travel by personal car will be reimbursed for the most direct route and the shortest period of time normally required traveling the distance. Extra nights at hotels and side trip mileage will not be covered.

Any household goods that are shipped must be made by using a University contracted mover. Exceptions would be if household goods are shipped via UPS or FEDEX. By using UCLA contracted movers, vendors will bill UCLA, thus avoiding your submission of required receipts for personal reimbursements. Call one of the vendors below, who will work with a counterpart company in their network located near you to set up the move. We suggest using the firms belonging to United and North American first before moving to the independents.

Suddath (United Van Lines)
14221 Artesia Boulevard
La Mirada, CA 90638
n/a
VCK: 081846 006
Ruth Garcia
(866) 500-0684
Email: rrgarcia@suddath.com

Graebel (Independent)
2095 California
Corona, CA 92881-3321
VCK: 041798 001
Kian Holstead
(800) 373-6552
Ext. 249
Email: kholstead@graebel.com

Alex Moving (North American Van Lines)
2610 S Birch St.
Santa Ana, CA 92707
VCK: 057614 501
Frank Burke
(800) 231-4765
Ext. 249
Email: Frank@Alexmoving.ipmail.ATT.net

S&M (United Van Lines)
12128 Burke Street
Santa Fe Springs, CA 90670
VCK: 013860 501
Becky Rowell
(888) 693-4110
Fax: (562) 693-5690
Email: beckyrowell@snmoving.com

Crown Relocations (Independent)
5252 Argosy Drive
Huntington Beach, CA 92649-1074
VCK: 180085 501
Elena Soboleva
(714) 898-0955
Fax: (714) 898-5640
Email: esoboleva@crownrelo.com

Consult the GME office at 310-825-8307 for any anticipated expenses and questions that will not fit within the normal relocation policy and procedures: Examples include:

1. Consulting with the GME office for advice and assistance with relocation matters.
2. Reviewing and understanding the relocation policy thoroughly.
3. Submitting all required documentation and receipts on time.
4. Asking for clarification on any unclear aspects of the policy.
5. Communicating with the department coordinator if any issues arise regarding relocation expenses.
- Temporary lodging
- Multiple household per relocation (see table)

For a list of allowable expenses please see Expense Categories table on the following page:

- The University will pay directly for most moving expenses including household goods, personal effects, and transportation to minimize the housestaff’s out-of-pocket costs and income tax reporting for the housestaff in connection with non-taxable expenses.

- Non-excludable expenses (meals) must be included in the housestaff’s gross income. The UCLA Payroll Office deducts the appropriate tax percentage from the housestaff’s federal and state tax and will reimburse the housestaff for the eligible expense.

- At the time of hiring, departments must explain to the incoming housestaff about the tax issues involved in the non-deductible (non-excludable) portion of the move

Definitions of Relocation Expenses

<table>
<thead>
<tr>
<th>Terms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housestaff</td>
<td>PGY 1’s and incoming PGY 2 level residents</td>
</tr>
<tr>
<td>Freight Costs</td>
<td>Freight costs include the total charges for transporting household effects from the point of origin to the point of destination. Freight costs also include associated charges such aspacking containers, labor, and insurance on household effects.</td>
</tr>
<tr>
<td>Moving and Transferring Expenses</td>
<td>Moving and transferring expenses are defined as the reasonable costs of moving household goods and personal effects to a new residence. These costs also include the cost of travel to the new university location for the housestaff and his or her immediate family.</td>
</tr>
<tr>
<td>Taxable Reimbursement Amounts</td>
<td>Reimbursement for expenses incurred for moves and transfers that must be included in a housestaff’s gross income and are therefore taxable.</td>
</tr>
</tbody>
</table>

The following expenses are taxable:

- Meals associated with the final move to the new residence
- Rental automobile costs incurred while the primary automobile is being shipped to the new location
- Relocation reimbursement if relocation occurs after one year from date of hire

Expense Categories:
The table below summarizes the common relocation expense categories and indicates whether expense is reported as taxable income or not. Please refer to the UCLA policy for detailed information on whether specific expenses are allowable, and/or taxable.
### Standard Expenses:

<table>
<thead>
<tr>
<th>EXPENSE CATEGORY</th>
<th>TAXABLE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household (including automobile(s) packing of household goods)</td>
<td>NO</td>
<td>Reimbursement for packing materials or the movers packing for you is allowed.</td>
</tr>
<tr>
<td>Two newly hired housestaffs in one household (i.e., spouses; eligible family members and/or their dependent family members; domestic partners. (domestic partners must have state registration)</td>
<td>NO</td>
<td>ONLY one reimbursement for new hires living in the same household.</td>
</tr>
<tr>
<td>Travel for final move Does NOT include PETS - COACH AIRFARE</td>
<td>NO</td>
<td>Taxi reimbursement is allowed with receipts.</td>
</tr>
<tr>
<td>Taxis to airports from original location and at airport final destination</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

**OR EQUIVALENT** expense, which may include:

- **Mileage** (@ rate per mile; see policy for amount during the time period of driving [http://map.ais.ucla.edu/go/1005561](http://map.ais.ucla.edu/go/1005561))

- **Lodging**

- **Valet Hotel Parking**

- **Meals** (original receipts required); $71 per day limit; not a per diem

  - **Mileage** is the shortest distance to arrive at final destination (side trips from route will not be reimbursed)

  - **Lodging** only if on the route of the shortest destination (side trips from route will not be reimbursed)

  - **Valet Hotel Parking** only if self parking is not available

  - **Meals** only if on the route of the shortest destination (side trips will not be reimbursed).
Notes:

- Newly hired housestaff who have been reimbursed will be requested to give the relocation reimbursement back if not employed with UCLA for a minimum of 39 weeks.

- Reimbursements of relocation expenses will only be made from the originating location (medical school or previous training institution) to the final destination of Los Angeles; for example, shipping of household goods to another location and then to Los Angeles will not be reimbursed.

- Only one way of transportation from prior medical center is covered. Reimbursement for house hunting is not included.

- Reimbursement of relocation expenses when driving from the originating location to another location and finally to Los Angeles will not be reimbursed; for example, driving to relatives; friends or vacationing spots that are not on the most direct route and taking the shortest amount of time will not be reimbursed. Please note reasonable does not include upscale or resort hotels. Use GOOGLE for driving distance and routes.

- If traveling with family members (relatives that are not your immediate family members (i.e., parents, siblings, etc.) they cannot be reimbursed for meals. Only newly hired housestaffs and their dependents may be reimbursed.

- Credit cards that are used for payments of hotels, meals, etc. must be in the name of the newly hired housestaff; their spouses or domestic partner. If non-housestaff credit card is used by an eligible family member, the reimbursement will be issued to the housestaff only.

- Taxable expenses will NOT be grossed up for reimbursement. They must be reimbursed at the levels incurred to match the receipts submitted.

- Members of the same household may travel separately.

- Internet/Wi-Fi, cable, movies, etc. are not reimbursable while lodging during final destination to Los Angeles

- **Tips** on meals, taxis, movers, etc are **not reimbursable** expenses.