

Moving and Relocation Checklist

General Information

Keep track of all relocation expenses as a one-way trip from (a) your home (to the general area of the new campus or primary job location.

Vallejo. However, only one one-way relocation trip per person and the cost of moving one vehicle will be reimbursed.

Vallejo area using [Google Maps](#).

the extra miles traveled will not be reimbursed.

Actual lodging, meals and incidentals will be reimbursed for every 24-hour period **up to** these limits:

Lodging	\$100 per night
Meals & Incidentals	\$75 per day

[Gratuities](#)

Vallejo area. We do not reimburse for sales tax, but we do reimburse the taxes paid. If an expense that isn't included here is allowable, contact Financial Services.

Examples of allowable expenses (not a complete list):

- Airfare
- Hotel
- Rental car
- Gas
- Mileage (to/from Vallejo)
- Moving expenses
- Vehicle

Required Backup for a Moving and Relocation Claim

Original, detailed