



PURPOSE

An allowance may be authorized for lodging for interim/acting appointments. The nature of the interim/acting appointment suggests that the employee is not changing their tax home, which **differs from a moving and relocation allocation**. The campus would not see moving costs as the appointee is maintaining their original residence.

The determination of an allowance is based on the candidate classification and/or possession of specialized skills and the amount is discretionary and contingent upon the availability of funds within the hiring department. Temporary allowances are ultimately at the discretion of the President and are intended to assist with offsetting the costs of the appointee maintaining two residences.

The University's hiring document indicates the maximum dollar amount which the University will pay towards the lodging expenses and must be aligned with applicable Federal thresholds (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).

APPOINTING AUTHORITY FOR REIMBURSEMENTS

Presidential approval is required for reimbursement of temporary lodging expenses for authorized interim/acting appointments. All payments to campus employees must occur on the campus side. Contributions to the campus, from an auxiliary organization, can be used to offset costs as authorized.

REIMBURSEMENT EXPENSES

Subject to limits for Butte County, as defined under Federal per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), full or partial reimbursement, within budgetary constraints, and based on offer letter may be allowed for the following expenses:

- Temporary lodging
- Subsistence expenses

HIRING DEPARTMENT RESPONSIBILITIES AND REIMBURSEMENT CLAIM PREPARATION

The Staff Human Resources office must coordinate the following key components of the allowance transaction:

- Obtain approval by appropriate administrator(s) for all temporary appointments. Offer letters that identify an allowance are to be submitted to Accounts Payable (AP), Kendall Hall Room 208, Zip 0243.
- The department reviews with the appointee, prior to securing temporary residence, the guidelines and reimbursement limits concerning temporary allowances. Total reimbursements will be processed, up to the maximum amount authorized.
 - Payments can be made as reimbursements to appointee or
 - Payments can be made directly to the local lodging establishment as feasible

TAX INFORMATION

Payments may have tax implications for payee.

Reimbursement for any tax liabilities ("grossing up") incurred by the employee as the result of receiving reimbursement for relocation expenses is prohibited.

OPERATIONAL EXAMPLES

- Employee accepting interim appointment - hired to bridge gap during candidate search. The allowance is offered by the campus to cover a portion of the temporary employee's personal living costs. The appointee is offered a per/month allowance, up to the maximum applicable federal per diem rate for the area.
- Special Consultant appointment – contracted with a special consultant to assist with specialized IT programming. The allowance is offered by the campus to cover a portion of the special consultant's temporary lodging expenses while in the Chico area.

FORMS, RESOURCES AND RELATED LINKS

[IRS Publication 15-B Employer's Tax Guide to Fringe Benefits
Campus Travel Procedures](#)

Original Implementation Date: April 2019