



## OPERATING PROTOCOL & PROCEDURE

### **Details**

Number: 222  
Title: Relocation Expense Reimbursement  
Category: Employees  
Responsibility: Human Resources  
Approval Date: 12/8/14  
Effective Date: 12/9/14  
Revised: 5/1/23

### **Purpose**

To establish procedures for reimbursing applicable expenses for new employees relocating to one of the PCC locations.

### **Applicability**

All new regular employees.

### **Definitions**

None

### **References**

PCC OP-P 407, Travel (<https://pueblocc.edu/cmsinternet/xml/OPP/400/407.pdf>)

### **Attachments or Related Forms/Documents**

None

### **Operating Protocol**

Relocation expenses for employees who are moving to a PCC location from out-of-town or out-of-state will be paid through payroll and will be fully taxable. The amount of the relocation will be agreed upon during the offer stage of the hiring process and documented in the offer letter. The cost must be fully supported within the departmental budget as no additional funds will be made available for relocation.

Relocation expenses will be paid after the expenses have been incurred and receipts submitted. New employees claiming relocation expenses will submit Relocation Expense Reimbursement

Request form found on the PCC Portal identifying each expense requested for reimbursement and attach all supporting documentation.

Expenses must be appropriate and will be reimbursed based on the State Fiscal Rules and the Pueblo Community College per diem rates in effect at the time of request. To receive mileage reimbursement, a Travel Reimbursement Request form (found on the PCC Portal) must be included as part of the documentation.

**Procedure**

1. The employee completes the Relocation Expense Reimbursement Request form found on the Portal, with all receipts attached, sign and has their supervisor sign.
2. This form, with all attachments, is sent to Accounts Payable for review to determine if the expenses are allowable and that the amounts are appropriate.
3. Once approved by Accounts Payable, the request is forwarded by Accounts Payable to Human Resources to verify that the amount requested is within the agreed upon amount as defined in the Offer Letter.
4. If the request is appropriate, the request is forwarded to payroll for processing in the next available pay period.
5. Any request that does not have appropriate documentation or is in excess of the agreed upon reimbursement is returned to the employee for correction and resubmission.