



OAKLAND  
COMMUNITY  
COLLEGE®

Administrative Policy

Policy Type:	Human Resources
Policy Title:	Relocation – Covered Expenses
Policy Number:	2.4.3
Office Responsible:	Business Services and Human Resources

### **Policy Statement**

Total covered expenses up to the authorized tier assistance amount will include but not be limited to:

- housing search by employee and spouse/dependents; housing search reimbursement will include related expenses, i.e. air fare, local transportation (or mileage where appropriate), lodging, and related miscellaneous expenses;
- packing and moving by moving specialists or rental unit, i.e. U-Haul;
- travel and lodging en-route to "new" location;
- temporary storage of household goods.

Covered expenses not defined by the above items will be addressed on a case-by-case basis by the hiring authority and the Chief Human Resources Officer. Exceptions must be approved *in advance* by the Chancellor.

### **Change Log**