



# WCU Moving Reimbursement Instructions

## Guidelines for Reimbursable Moving Expenses

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covered by a Moving Reimbursement are outlined in detail in [OSBM Budget Manual Sections 6.8 and 6.9](#) funds for moving expense reimbursements. Please make sure you review these sections in detail so you understand what can and cannot be

- x For day of moving: Mileage is reimbursable for a one-way automobile trip (max of two cars). . Subsistence is allowed for each member of the family. Employees have two days to complete the move. Lodging is allowed for one double room.
- o Moving-related expenses do not include those incurred for job candidates during recruitment (e.g. during oncampus interviews).