

LBNL Travel and Change-of-Station (COS) Reimbursable Expenses

	Reimbursable Expenses (listed by frequency of use)	Reimbursable Limits / Sources (further restricted by division allocation amount)	On Business Travel 1 day – 6 months	Temporary COS > 6 months – 1 year w/ Lab Director Approval	Permanent COS > 1 year
			Offered Per Diem only	May be offered either Per Diem or Cost of Living Allowance (COLA); not both	
1	Transportation	RPM 11.08 Travel	X	X	X
2	Per Diem (M&IE and Lodging)	RPM 11.08 Travel	X	X	X
3	Apartment or House Rental Allowance	RPM 4.01 – Relocation Guidelines	N/A	X	X
4	Temporary Lodging	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
5	House Hunting Trip	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
6	Shipment of Personnel Effects & Household Goods	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
7	Shipment/Storage of Household Goods	RPM 4.01 – Relocation Guidelines	N/A	X	X
8	Shipment of Mobile Home	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
9	Miscellaneous Relocation Expenses	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
10	Vehicle Shipping	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
11	Temporary Use of Car Rental	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
12	Temporary Storage of Household Goods	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
13	Cost of Canceling an Unexpired Lease	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
14	Employment Assistance to Spouse	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
15	Mortgage Interest Differential	RPM 4.01 – Relocation Guidelines	N/A	N/A	X

NOTE: “Join the staff” hires for employees whose appointment is less than 6 months is eligible for On Business Travel reimbursement.

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16	Purchase of New Residence	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
17	Rental Differential Payments	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
18	Sale of Former Residence and Continuing Ownership Costs	RPM 4.01 – Relocation Guidelines	N/A	N/A	X
19	Miscellaneous Cost of Living Allowance (COLA)	RPM 4.01 – Relocation Guidelines	N/A	X	X
20	Education Allowance (Elementary or High School outside U.S.)	Department of State Standardized Regulations (DSSR)	N/A	X	X
21	Educational Travel (Between University and COS assignment) (University/outside US/ up to age 23)	Department of State Standardized Regulations (DSSR)	N/A	N/A	X
22	Payments During U.S. Ordered Departure	Department of State Standardized Regulations (DSSR)	X	X	X
23	Home Leave (Home visit while on a Permanent COS)	Code of Federal Regulations	N/A	N/A	X
24	Isolation Allowance (remote geographical area)	RPM 4.01 – Relocation Guidelines	Up to 25% of employee’s base salary	Up to 25% of employee’s base salary	Up to 25% of employee’s base salary
25	Pre-Retirement Counseling	RPM 4.01 – Relocation Guidelines	N/A	N/A	Round-trip expenses for employee whose COS is outside CA.
26	Foreign Transfer Allowance (a lump sum miscellaneous expense)	Department of State Standardized Regulations (DSSR)	N/A	X	Refer to Miscellaneous Relocation Expenses (RPM 4.01)
27	Home Service Transfer Allowance (a lump sum miscellaneous expense for employee’s family to relocate back to U.S. if employee dies)	Department of State Standardized Regulations (DSSR)	N/A	X	X

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28	Return Home Relocation (when employee is separated from employment)	<u>RPM 4.01 – Relocation Guidelines</u>	N/A	X	X

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