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**To:** [pcbodist@coyote.csusm.edu](mailto:pcbodist@coyote.csusm.edu)  
**Subject:** [Pcbodist] Updated Relocation 262  
**Date:** Monday, August 2, 2021 12:38:54 PM  
**Attachments:** [ATT00001.txt](#)

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## Partners in Campus Business Operations Updated Relocation 262

***Sent on Behalf of: Travel Office***

Dear PCBO Community,

In collaboration with Payroll and HR, the Travel Office has reformatted the Relocation 262 Excel form, in addition to creating an Adobe Sign signature page.

The new relocation claim process will mirror the Adobe Sign travel claim process. Users will fill out the Relocation 262 Excel form, combine it with all other required documents, and upload to the Adobe Sign signature page to route for signatures.

To accompany the new relocation claim process, we have created a Relocation Quick Guide that can be shared with new hires or anyone involved in the relocation reimbursement process.

All of these forms are available on our [Moving & Relocation webpage](#). Please reach out to [traveloffice@csusm.edu](mailto:traveloffice@csusm.edu) with any questions.

Travel Office



California State University  
SAN MARCOS