

Employee Moving Or Relocation Expenses Policy Template

1. Introduction

This policy outlines [Company Name]'s guidelines for reimbursing employees for moving or relocation expenses incurred as a result of accepting a new position or transferring to a different location within the company.

1.1 Purpose

The purpose of this policy is to ensure fair and consistent treatment of employees who are required to relocate for work-related reasons, while also maintaining cost-effectiveness for the company.

1.2 Scope

This policy applies to all full-time employees who are required to relocate more than 50 miles from their current work location as a condition of their employment with [Company Name].

2. Eligibility

To be eligible for relocation assistance, employees must meet the following criteria:

- Be a full-time employee of [Company Name]
- Have received a formal offer of employment or transfer that requires relocation
- Be relocating to a new work location that is at least 50 miles farther from the employee's current residence than the old work location
- Complete the relocation within 12 months of the effective date of the new position or transfer

- Sign a Relocation Agreement, including a repayment clause if leaving the company within 24 months of relocation

3. Covered Expenses

[Company Name] will cover the following relocation expenses, subject to the limits and conditions specified in this policy:

3.1 House Hunting Trips

The company will reimburse expenses for up to two house hunting trips, not exceeding a total of 6 days, including:

- Round-trip airfare (economy class) or mileage reimbursement for driving
- Lodging for up to 3 nights per trip
- Meals and incidental expenses (per diem rate applies)
- Rental car or local transportation

3.2 Temporary Living Expenses

If necessary, the company will cover temporary living expenses for up to 60 days, including:

- Furnished corporate housing or hotel accommodations
- Meals and incidental expenses (per diem rate applies)

3.3 Moving Household Goods

The company will cover the cost of moving household goods and personal effects, including:

- Packing, crating, and unpacking
- Transportation of household goods
- Up to 30 days of storage, if necessary
- Insurance for household goods during transit

3.4 Travel to New Location

The company will reimburse travel expenses for the employee and immediate family members to the new location, including:

- Airfare (economy class) or mileage reimbursement for driving
- Lodging for one night, if necessary
- Meals and incidental expenses (per diem rate applies)

3.5 Home Sale Assistance

For homeowners, the company will provide assistance with selling the current primary residence:

- Reimbursement for real estate commission (up to 6% of sale price)
- Reimbursement for other typical seller's closing costs
- Home marketing assistance program

3.6 Home Purchase Assistance

For employees purchasing a new home in the new location, the company will provide:

- Reimbursement for typical buyer's closing costs (up to 2% of purchase price)
- Mortgage interest rate buy-down assistance (up to 2 points)

3.7 Lease Cancellation

If the employee is currently renting, the company will reimburse:

- Lease cancellation fees (up to 2 months' rent)
- Forfeited security deposits

4. Relocation Allowance

In addition to the covered expenses, employees will receive a one-time relocation allowance to cover miscellaneous expenses not specifically addressed in this

policy. The allowance amount will be based on the following factors:

- Distance of relocation
- Employee's job level
- Family size

The specific allowance amount will be communicated in the employee's relocation package.

5. Tax Considerations

Employees should be aware that some relocation expenses may be considered taxable income. The company will provide tax assistance as follows:

- Gross-up on taxable relocation expenses to offset additional tax liability
- Reimbursement for tax consultation with a company-approved tax professional

Employees are encouraged to consult with a tax professional regarding the tax implications of their specific relocation package.

6. Relocation Process

6.1 Initiation

The relocation process begins when the employee accepts a position requiring relocation. The employee should contact the Human Resources department to initiate the relocation process.

6.2 Relocation Counselor

A dedicated relocation counselor will be assigned to assist the employee throughout the relocation process. The counselor will:

- Explain the relocation policy and benefits
- Coordinate with approved vendors for various relocation services
- Provide guidance and support throughout the relocation

6.3 Approved Vendors

The company has established relationships with preferred vendors for various relocation services. Employees are required to use these approved vendors to ensure quality service and cost control.

6.4 Expense Submission and Reimbursement

Employees must submit all relocation-related expenses for reimbursement within 60 days of incurring the expense. The company will process reimbursements within 15 business days of receiving properly documented expense reports.

7. Employee Responsibilities

Employees receiving relocation assistance are expected to:

- Minimize expenses by making prudent decisions
- Comply with all aspects of this policy
- Provide accurate and timely documentation for all expenses
- Complete the relocation within the specified timeframe
- Repay relocation expenses if leaving the company within 24 months, as per the Relocation Agreement

8. Exceptions and Special Circumstances

Any exceptions to this policy or special circumstances requiring additional assistance must be approved in writing by the Vice President of Human Resources and the Chief Financial Officer.

9. Policy Review and Updates

This policy will be reviewed annually and updated as necessary to ensure it remains competitive and aligned with company objectives. Any changes to the policy will be communicated to all employees and will apply to relocations initiated after the effective date of the changes.

10. Contact Information

For questions or additional information regarding this policy, please contact:

[HR Contact Name]

Human Resources Department

Email: [HR Email]

Phone: [HR Phone Number]

This Employee Moving or Relocation Expenses Policy is designed to provide guidance and support for employees relocating for work-related reasons.

[Company Name] reserves the right to modify, revoke, suspend, terminate, or change any or all parts of this policy at any time, with or without notice.