Employee moving or relocation expenses policy

### Policy Brief & Purpose

Our employee moving or relocation expenses policy aims to provide clear and comprehensive guidelines for the reimbursement of expenses incurred by employees who need to relocate for work-related reasons. The purpose of this policy is to ensure that employees are adequately supported during the relocation process, and that the process for reimbursement is fair, transparent, and consistent.

### Scope

This policy applies to all employees of our company who are asked to relocate permanently or temporarily for work-related reasons. This includes both domestic and international relocations. The policy does not apply to employees who choose to move for personal reasons or those who commute long distances to work.

### Policy Elements

**Eligibility**: Employees are eligible for relocation assistance if they are asked to relocate more than 50 miles from their current work location for a period of more than six months.

**Reimbursable expenses:** Reimbursable expenses may include the cost of a moving company, packing and shipping of personal belongings, travel expenses to the new location, temporary housing for up to 30 days, and certain costs associated with setting up a new home (e.g., utility connection fees).

**Non-reimbursable expenses:** Non-reimbursable expenses include costs related to selling or buying a home, meals during the move, costs related to moving pets, and any expenses not directly related to the move.

**Approval process:** Employees must submit a relocation request to their supervisor or the HR department. The request should include an estimate of the expected expenses. All requests will be reviewed and approved on a case-by-case basis.

**Reimbursement process:** Employees must submit all receipts and documentation related to the move within 30 days of incurring the expense. Reimbursements will be made through the regular payroll process.

**Limits on expenses:** The company reserves the right to set a reasonable cap on relocation expenses. Employees will be informed of this cap at the time their relocation is approved.

### Disclaimer

This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy.