

**SUMMARY OF INTERNATIONAL
RELOCATION ASSISTANCE
FOR APPROVED EMPLOYEES
(Effective 12/18/12)**

The following is a brief summary of Oak Ridge National Laboratory's relocation assistance; your actual relocation package will explain these benefits in detail:

- Employees who separate from ORNL prior to one year from their report to work date, or candidates who do not report to work, will have a payback requirement of relocation assistance expenses used.
- One house-hunting trip for you and your spouse if you are married, lasting not more than five days. Reimbursement includes transportation, lodging, rental car and a daily miscellaneous meals and incidental expenses allowance. This benefit is subject to coordination with the Immigration Services Department. This benefit is taxed.
- A transfer-relocation allowance of \$5,000 will be processed after your contingencies have been met and you report to work, to help defray miscellaneous expenses resulting from your move. Receipts are not submitted. This benefit is taxed.
- Travel to your new work location. Reimbursement includes transportation costs, lodging expense reimbursement of \$77 per day (increased amounts may be authorized based on the number of family members traveling), and a daily miscellaneous meals and incidental expenses allowance. Most of this benefit is taxed.
- Interim Lodging for up to 60 days. You will be reimbursed for reasonable lodging expenses, commencing upon your arrival not to exceed the GSA locality rate of \$91 per day for Oak Ridge. This assistance is for temporary living arrangements and is not provided to pay for your first two months apartment rental or home mortgage. Lodging arrangements are typically arranged by the Relocation Specialist. This benefit is taxed.
- One shipment of household furniture and effects, not to exceed 18,000 pounds. This benefit is not taxed.
- Storage of household goods for up to 60 days. The first 30 days of this benefit is not taxed.
- Termination of a rental lease. If your primary residence is a rental property you can be reimbursed for early termination fees and penalties. This benefit is taxed.