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Relocation Travel

PURPOSE

This document is renumbered to meet the new document format and requirements set forth in D1001 Chief Financial Officer (CFO) process for Local Document Creation, Revision, Publication, and Review.

HISTORY

Revision History		
08/05/11	TR9004, Rev. 0	Renumbered document
08/15/11		Minor editing

This document is scheduled for review and update no later than 12/30/2012.

CONTACT

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I. GENERAL

Laboratory employees may be entitled to relocation expenses if the costs are authorized by group management and the move is incident to a change in workplace where the distance from the old residence to the new workplace is at least 50 miles greater than from the old residence to the old workplace.

Employees relocating from foreign countries may be eligible for reimbursement of expenses based upon the domestic allowances from their port of entry with the following exceptions:

- No shipment of personal vehicle from a foreign location
- Household goods are limited to 1,000 lbs. by air and the balance of 8,000 lbs. shipped by sea. With Lab Director approval, these limits may be increased to match domestic allowances.

The following chapters detail the types of relocation expenses that may be reimbursed.

2. REGULAR HIRE

2.1 HOUSE HUNTING

- Costs of finding a new home, such as an advance trip by a current or newly recruited employee (including college hire) and spouse or registered domestic partner, to locate living quarters is reimbursable as detailed below. Reimbursement authorized for employee and spouse or domestic partner up to a combined maximum period of 10 days.
- Reimbursement for lodging, meals, and incidental expenses is authorized for employee and spouse or registered domestic partner. (See Regular Hire Allowance Table for per diem percentage amounts and maximum period allowance). Auto rental expenses are reimbursed; however, mileage and gasoline are not reimbursed. Per Diem for lodging and M&IE will be based on assignment location maximum per diem rates.
- Separate economy class airfare round trips by the employee and spouse or registered domestic partner may be authorized. A round trip performed by the employee for this purpose must be accomplished before reporting to the new assignment location. A round trip by the spouse or registered domestic partner may be accomplished at any time before relocation of the family to the new location but not after 2 years from the effective date of the employee's hire/transfer.

2.2 EN ROUTE EXPENSES

- Travel via Public Carrier: Reimbursement for transportation via public carrier may not exceed the cost of economy class airfare. Costs in excess of economy class airfare may be allowable where they result in other unreasonable circumstances or do not reasonably meet travel needs.
- Travel via Privately Owned Vehicle: The cost for en route travel via privately owned vehicle, including mileage, lodging, meals and incidental expenses, will be reimbursed. Private vehicle mileage will be reimbursed at the approved IRS moving rate per mile. Travel time is calculated at an average of 300 miles/day.

- Mileage determinations are based on mileage between the authorized points of travel as listed in the Rand-McNally standard distance charts and is reimbursed at the IRS approved moving mileage rate. Travel time is calculated at an average of 300 miles/travel day.
- If both privately owned vehicles are driven, mileage will be reimbursed at the IRS approved moving mileage rate. If one vehicle is shipped and the other driven, costs for the shipped vehicle will be in accordance with the Shipment of Autos Section on Page 5, and the vehicle driven will be reimbursed at the IRS approved moving mileage rate.
- Reimbursement of toll charges is allowed over and above the mileage allowances.
- Reimbursement for En Route lodging, meals and incidental expenses will be in accordance with Lodging plus Per Diem methodology, and will not exceed the maximum percentage of the standard CONUS rate specified for the employee and each eligible family member. Further, they will be paid on the basis of actual number of days used to complete the trip, not to exceed the number of days computed on the basis of the 300 mile minimum driving distance per day.

Regular Hire Lodging M&IE Allowances¹ Table				
Family Members	House Hunting²	En Route Expenses	60/45 Days of Settling In³	Settling In Extension Beyond 60 /45 Days⁴
Employee	100%	100%	100%	75%
Spouse/Registered Domestic Partner	75%	75%	75%	50%
Spouse/Registered Domestic Partner traveling	100%	100%	N/A	N/A

Regular Hire Lodging M&IE Allowances¹ Table

Family Members	House Hunting²	En Route Expenses	60/45 Days of Settling In³	Settling In Extension Beyond 60 /45 Days⁴
without employee				
Family Member 12 years or older	75%	75%	75%	50%
Family member younger than 12 years	50%	50%	50%	40%

¹ The lodging rate is based upon quantity of rooms needed. Additional number of family members does not increase lodging rate unless there is a need for more than one room.

² House hunting trips expenses reimbursed for employee and spouse or registered domestic partner only.

³ Extension of Settling-In: The LANS Director or designee may authorize up to 60 additional consecutive days (45 additional days for spouse/domestic partner or immediate family members) beyond the original 60/45-day allowance when there are compelling reasons beyond the employee's control. Examples include, but are not limited to, the following: shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to strikes, customs clearance, hazardous weather, fires, floods, or other acts of God, or similar events; new permanent residence cannot be occupied because of unanticipated problems (delays in settlement on new residence, short-term delay in construction of a new residence, etc.); inability to locate long term/permanent residence that is adequate for family needs because of housing conditions at the new official location; or sudden illness, injury, or death of employee or immediate family member.

⁴ If longer-term lodging is obtained at any point in time during the Settling-In period, the per diem rates stop.

2.3 *SHIPMENT/TEMPORARY STORAGE OF HOUSEHOLD EFFECTS*

- There is a maximum limit of 18,000 lbs. to the weight of household goods that may be transported or stored and a 90 day limit on the time allowed for temporary storage at destination in connection with the shipment. Property may be moved from more than one location as long as the cost of moving the differently located effects does not exceed the cost of shipping the property in one lot from the last assignment location to the new assignment location via the most economical route.
- Costs for the loading/shipment/unloading of unusually bulky or expendable items will not be reimbursed. See examples of unsuitable items on the next page.
- Insurance: Household goods shipped and stored in the U.S. will be insured for full replacement value up to a set maximum amount of \$10 per pound. Insurance coverage above this value will be the responsibility of the employee.
- Technical Resources: Items such as professional and/or technical books or tools required for job assignments do not have to be included in the shipment of personal and household effects. Personally owned professional books, papers, and equipment required for job assignments may be transported to the new long term assignment as an administrative expense.
- The initial 90-day period may be extended an additional period not to exceed 90 days under certain conditions. Justification for an additional storage period may include, but is not limited to: an intervening short term duty or longer-term training assignment; shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to strikes, customs clearance, hazardous weather, fires, floods, or other acts of God, or similar events. New permanent residence cannot be occupied because of: unanticipated problems (delays in settlement on new residence, short-term delay in construction of a new residence, etc.), inability to locate long term/permanent residence that is adequate for family needs because of housing conditions at the new official location; or sudden illness, injury, or death of employee or immediate family member.

- **Unsuitable items for shipment:** Unusually bulky items for shipment include but are not limited to the following: cars, trucks, vans and similar motor vehicles; boats; airplanes; large satellite dishes; farming vehicles; camper trailers; live animals; cordwood and building materials; and perishable articles including frozen foods. Snowmobiles and vehicles with two or three wheels (e.g., golf carts, motorcycles, riding lawnmowers and mopeds) may be shipped as household goods; however, any extra charges assessed by the movers for these items will be the responsibility of the employee.

2.4 SHIPMENT OF AUTOS

- All necessary and customary expenses directly related to the shipment by freight forwarder of two privately owned vehicles will be reimbursed for both vehicles with the following limitations:
 - Vehicle must be a passenger automobile, station wagon, small truck, or other similar vehicle that will be used primarily for personal transportation.
 - Vehicles must be in operating condition. (Shipment of antique automobiles is not authorized regardless of operating condition.).
 - Assignment location must be more than 500 miles from point-of-departure.
 - No reimbursement will be made for storage charges at point of origin or destination.
- Current or newly recruited employees (including college hires) who elect to drive one vehicle, and ship a second vehicle will be reimbursed at the IRS approved moving mileage rate for the vehicle driven, and for all necessary and customary expenses directly related to the shipment of second vehicle, subject to the limitations in the above section
- Necessary and customary expenses directly related to the transportation of a privately owned vehicle by sea may be allowed, based on specific authorized circumstances. These expenses would include items applicable only to sea shipments such as, crating and packing expenses, shipping charges, and port charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation.

2.5 *SHIPMENT OF HOUSE TRAILERS AND MOBILE HOMES*

- Costs for the shipment of a mobile home, moved by the employee or commercial carrier and used as the principal residence, will be reimbursed. The employee is responsible for the cost of insurance for valuation of the mobile home above the carrier's maximum liability, or charges designated in the tariffs as "Special Service". Shipment of household effects may also be included in this allowance, but total combined reimbursement of costs for the shipment of household effects and shipment of a mobile home, is limited to the cost of shipment of the maximum pounds of household effects allowance (see Page 4). This allowance replaces the shipment and storage of household effects. When a privately owned vehicle moves a mobile home, an additional mileage allowance will be paid as reimbursement for the transportation costs. A mileage allowance for the privately owned vehicle will also be paid at the approved IRS moving mileage rate. Costs for preparing the mobile home for movement and resettling it at the destination location will also be authorized.

2.6 *SETTLING IN*

- Up to 3 Pre-departure days may be used at the location from which an employee departs. Settling-in will be reduced by the number of days used for pre-departure.
- Reimbursement for Long Term Assignment Settling-In lodging, meals and incidentals will be in accordance with Lodging plus Per Diem methodology.
- Reimbursement for lodging, meals and incidental expenses will end when permanent lodging is obtained, or after the Settling In period ends, whichever occurs first. Per diem for lodging and M&IE will be based on an assignment location's maximum per diem rates.
- Temporary lodging during settling-in is limited to combined cumulative totals of 60 days for employees and 45 days for spouse or registered domestic partner and dependents, including maximum of 3 days pre departure time.
- The period of consecutive days may be interrupted for the time that is allowed for travel between the old and new locations; for circumstances attributable to official necessity as,

for example, an intervening short term assignment, a business trip, or for non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control and acceptable to LANS.

- When computing the length of time allowed for settling-in, the time period will begin for the employee and all members of the immediate family when either the employee or any member of the immediate family begins the period of use of such quarters for which a claim for reimbursement is made. The time period shall run concurrently for the employee and all members of the immediate family. The period of eligibility shall terminate when the employee or any member of the immediate family occupies long term residence quarters, when household effects are delivered to a residence, or when the authorized period of time expires, whichever occurs first.
- Occupancy of temporary quarters for less than a whole day constitutes one full calendar day of the eligibility period.
- With LANS Director or designee approval, the settling-in period may be extended, based on compelling reasons (as detailed in the Regular Hire Allowance Table). If an extension is granted, the reimbursement for lodging, meals and incidental expenses will not be more than 75% of the approved rate otherwise applicable.

2.7 DEFERRED PACK AND LOAD (PENDING CONTRACTING OFFICER FINAL APPROVAL)

- For the purpose of deferred pack and load of household effects a relocating employee may request to be allowed to make a return trip to their point of origin.
 - With Associate Director approval, an employee who is requested to report to the new assignment location immediately due to a critical project need may be granted a deferred trip home to take care of relocation items such as the packing and loading of their goods. Employee must not have used 3 days pre-departure. Deferred trips may also be granted for assignees originally on a business trip or short term assignments, who are subsequently converted to a long term assignment at the same location. The following limitations shall apply:
 - The trip shall not exceed three days.
 - En route airfare, and pay for labor not to exceed base work hours on normal workdays only will be reimbursed.

2.8 LOCAL TRANSPORTATION

- Actual and reasonable automobile rental costs for a maximum rental period of four weeks may be reimbursed, not to extend beyond the arrival of the first privately owned vehicle (either shipped or driven) or the maximum period allowed, whichever occurs first. Mileage, gasoline and insurance are **not** reimbursed.

2.9 RESIDENCE RELOCATION ALLOWANCE

- The Residence Relocation Allowance of \$5000 is intended to cover miscellaneous expenses associated with discontinuing the pre-departure residence and establishing a residence at the new location. Reimbursement is for a flat amount. The following is an extensive, but not all-inclusive listing of items the Residence Relocation Allowance is intended to cover.
 - Connecting/Disconnecting Household Appliances

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Division/Group/Program: CFO-TRVL

Content Contact: relocation@lanl.gov

Reference URL: <http://www.lanl.gov/financial/travel.shtml>

- Vehicle Registration
- Driver's License and use taxes
- Cutting and fitting rugs, draperies, and curtains
- Forfeited Utility Fees
- Utility Deposits, installations, and hook-up fees
- Deposits, installation and/or hook-up fees for items such as cable television and high speed internet
- Purchase of insurance against damage to or loss of personal property while in transit
- Forfeited Cleaning Deposits
- Maintenance of building and grounds during settling-in period
- Cleaning of residence, including carpet and draperies
- Costs for newspaper advertisements for sale or lease of property
- Re-keying of locks
- Pest control fees
- Use of rental vehicle or local moving company to move household goods from temporary housing to permanent residence
- Post Office Box rental
- Tax Counseling
- Loss on sale of vehicle
- Shipment of house pets

- Purchase of items at new location not allowed to be shipped from pre-departure location
- Telephone calls to real estate agents/brokers
- Forfeiture losses on medical and/or dental contracts
- Forfeiture on contracts for private institutional care
- Forfeiture for losses on contracts for cell phones, athletic clubs, etc.
- Use of rental car at pre-departure location due to shipment of privately owned vehicle.

2.10 SETTLEMENT OF AN UNEXPIRED LEASE

- Reimbursable expenses for settling an unexpired lease or month-to-month rental for residence quarters occupied by the current or newly recruited employee (including college hires) at the old assignment location. This may include broker's fees for obtaining a sublease or charges for advertising an unexpired lease. Such expenses are reimbursable when: Applicable laws or the terms of the lease provide for payment of settlement expenses; Such expenses cannot be avoided by sublease or other arrangement; the employee has not contributed to the expense by failing to give appropriate lease termination notice promptly after they had definite knowledge of the transfer/new employment; and Broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.
- Itemization of these expenses is required and the total amount shall be submitted separately. Documentation showing that the expense was in fact incurred and paid by the employee must support each item.

2.11 SALE OF PRINCIPAL RESIDENCE

- A principal residence is the residence owned by the current or newly recruited employee (including college hires) at the time they are officially notified of the transfer or hire.

- Closing costs (i.e., brokerage fees, legal fees, appraisal fees, VA/FHA points, etc.) incident to the disposition of actual principal residence owned by the current or newly recruited employee when notified of transfer or relocation are reimbursed, except that these costs when added to duplicate homeowners costs are subject to a dollar and percentage limitation.
- No advance of funds is authorized in connection with the sale of a residence.
- The settlement dates for the sale and purchase transactions for which reimbursement is requested must occur no later than **2 years** after the effective date of the employee's hire or transfer to the new assignment location.
- Incentive for Private Home Sale: As an alternative to Sale of Principal Residence reimbursement, an Incentive for Private Home Sale may be elected. Use of the Incentive for Private Home Sale forfeits the use of Sale of Principal Residence Reimbursement and Duplicate Homeowner's Reimbursement.
- The following costs for the sale of principal residence may be reimbursed subject to a cap of 14% of the sales price of the old residence when combined with duplicate homeowner expense:
 - Brokerage Fees/Commissions
 - Legal/Attorney/Notary Fees
 - Settlement/Closing Fee
 - Document Preparation/Review Fees
 - Recording Fees
 - Survey Fees
 - VA Discount Points
 - Appraisal Fees

- Mortgage Pre-Payment Penalty
- Title Abstract Fees (search and examination)
- FedEx/Fax/Courier/Postage Charges
- Inspection Fees (structural, pest, asbestos, radon, gas, etc. – if local custom dictates that the seller pay)
- Transfer Tax/Fee imposed on the seller by law and/or common practice in the state of sale
- FHA Discount Points (subject to a separate cap of 6% of the sale price, also to be included in the pool of costs subject to the 14% limit)
- The following costs are not reimbursed:
 - Loss on Sale
 - Mortgage Principal
 - Property Management Fees (rental agency)
 - Property Improvement (fix up) Expenses
 - Home Warranty

2.12 *INCENTIVE FOR PRIVATE HOME SALE*

- Reimbursement of up to 5.0% of Sale Price. Itemized HUD or Title Transfer documents required. Use of Incentive for Private Home Sale forfeits the use of Sale of Principal Residence Reimbursement and Duplicate Homeowners Reimbursement. Home Sale Incentive is not eligible for tax assistance.

2.13 *DUPLICATE HOMEOWNER EXPENSE*

- Includes continuing costs of ownership of the vacant former principal residence being sold, such as maintenance of building and grounds (exclusive of fixing up expenses), utilities, taxes, property insurance, mortgage interest, after settlement date or lease date of new permanent residence. The following duplicate homeowner expenses are reimbursable after settling in or lease date of new residence:
 - Maintenance of Buildings and Grounds
 - Utilities
 - Property Taxes
 - Property Insurance
 - Mortgage Interest

See Attachment “A” for documentation guidelines

- Initially Allowable for a period of up to six months. With LANS Director or designee approval, the duplicate homeowner period may be extended beyond six months up to the 14% cap based on compelling reasons. Requests for extension of duplicate homeowner expenses must include documentation of employee’s rigorous efforts to market the home, e.g., price reductions, change of realtor, etc.
- This category of costs is not reimbursable during the settling-in period.

2.14 *PURCHASE OF A NEW RESIDENCE*

- LANS will reimburse costs incident to acquiring a home in a new location for current or newly recruited employees (including college hires) who, before the relocation, were homeowners of their current principal residence when notified of transfer, provided the following apply:

- The new work assignment is at least fifty miles farther from prior principal residence than was the prior work assignment.
 - The prior principal residence does not have to be for sale.
-
- No advance of funds is authorized in connection with the sale or purchase of a residence.
 - The settlement dates for the sale and purchase transactions for which reimbursement is requested must occur no later than 2 years after the effective date of the employee's transfer/hire to the new assignment location. With Contracting Officer approval, the settlement dates for the sale and purchase for which reimbursement is requested can be extended for an additional two years to a total of four years. The maximum cost remains capped at 14% of the sales price of the residence.
 - The following costs may be reimbursed, subject to a cap of 5% of the purchase price of the new residence. Immediate prior home ownership is a prerequisite:
 - Loan Origination/Funding Fees
 - Credit Report Fees
 - Settlement/Closing Fee
 - Document Preparation/Review Fees
 - Recording Fees
 - Survey Fees
 - Title Abstract Fees (search and examination)
 - FedEx/Fax/Courier/Postage Charges
 - Tax Service Fees/Flood Certification Fee/Loan Processing Fee
 - Underwriting Fees/Plan Review Fee

- Title Insurance (Lender's Mortgage Coverage)
- Appraisal Fees
- Tax Stamps
- Impact Fees
- Legal/Attorney/Notary Fees (not including any cost of litigation)
- Inspection Fees (structural, pest, asbestos, radon, gas, etc. – if local custom dictates that the buyer pay)
- Title Insurance (owner's coverage – only if carried by the employee on the old residence)
- Transfer Tax/Fee imposed on the buyer by law and/or common practice in the state of purchase

- The following costs are not reimbursed:
 - Title Insurance (owner's coverage – if not carried by the employee on the old residence)
 - Loan Discount Points/Discount Fees/Buy-Down Fees
 - VA Discount Points
 - FHA Discount Points
 - Litigation Costs
 - Property/Mortgage Insurance Costs
 - Taxes
 - Real estate brokers fees and commissions

- Home Warranty

2.15 SPOUSAL EMPLOYMENT ALLOWANCE

- LANS will reimburse actual expenses to a maximum of \$1,000 for job search and certification expenses for spouse or registered domestic partner. Only expenses incurred for initial employment in the new location are eligible for reimbursement. Employee must submit expenses along with the original receipts for reimbursement of expenses. Reimbursable items include: employment agency fees, certification fees, testing fees, resume preparation, printing and mailing.
- Any reimbursable expenses in excess of \$1,000, but less than \$5,000, may be authorized by the Laboratory Director or designee.

2.16 EMPLOYEE TAX IMPLICATIONS

- Certain relocation expenses are considered taxable income to the employee. LANS is required to include certain relocation reimbursements in an employee's taxable income report to the tax authorities. Relocating employees are responsible for filing their own tax returns and are advised to consult with their own tax advisers on these matters.
- In addition, IRS rules require that all travel/moving advances not accounted for within 120 days become gross income to the employee subject to federal tax withholding. It is important for transferring and new hire employees to submit expense reports in a timely manner.
- LANS will provide employee's tax assistance reimbursements to offset taxes withheld on relocating expenses. The reimbursement payment will be based upon standard reimbursement rates and, therefore, will not be an exact match of actual taxes withheld.

2.17 OTHER PROVISIONS, INCLUDING PAYBACK

- LANS Director or designee and the appropriate partner company representative may approve or disapprove reimbursement in excess of these relocation policy allowances.

Exceptions granted to this LANS Relocation Policy which are not authorized by the Contracting officer will be a LANS non-reimbursable cost.

- **Payback Provision:** Employees who resign for reasons within their control, are transferred at their own request, or are terminated for cause within twelve months of their payroll start date, or the date of their permanent transfer for which relocation benefits were awarded, will be required to repay LANS the amount received for relocation including tax assistance.
- Charges for travel and relocation will be consistent with LANS charging practices.
- The effective date of employment for newly hired employees will be the day the employee reports to work. No salary will be paid to new hires during en route travel.
- Transferring employees may have an effective hire date (at which time they are automatically covered by LANL insurances) and a later report date based on actual authorized travel days. In that instance, the transferring employee's time card is coded as regular work time (no overtime charges allowed) and salary is paid during en route travel for actual travel days excluding weekends.
- Reimbursement of relocation expenses will cease upon termination of employment.
- Reimbursement of relocation expenses must begin within six months from the effective date of transfer/hire. Claims for reimbursement of relocation expenses must be submitted within 6 months of the date expenses were incurred.

3. TERM ASSIGNMENT HIRE

LANS, LLC recognizes that some Term Employees may choose to maintain their current primary residence at their point of origin and secure semi permanent housing in New Mexico. To provide flexibility to those employees, LANL, LLC offers a lodging allowance to those employees who do not plan to buy a home in New Mexico. This lodging allowance is not a relocation benefit, but is included in the Relocation Policy for the purposes of clarity and convenience. For Term employees who plan to purchase a residence in New Mexico, the Associate Director may choose to offer Regular Relocation benefits instead.

The lodging allowance is for a maximum of three of years, regardless of the length of the assignment. The start date of the allowance is based on the effective date of the lease signed by the Term Employee or the hire on date. Lodging allowance cannot be paid in advance of the hire on date. Extension of an existing assignment, or the acceptance of a new Term Assignment does not begin a new three year period for the purpose of receiving housing allowance.

Certain restrictions apply should a Term employee be subsequently considered for a Regular Hire position. Specifically, the employee is limited to receiving relocation benefits not already used during the Term assignment, to a maximum of what the cost of a Regular Hire Relocation Package would have cost LANS, LLC. For example, if a Term employee uses the household goods shipment benefit during the initial assignment, that benefit is no longer available if the individual is converted to a Regular Hire employee.

In addition, the allowances for Sections on Sale of Principal Residence, Duplicate Homeowners and Purchase of a Principal Residence will be reduced by the amount of lodging allowance provided to a Term employee over the term of his/her initial assignment.

Assignment of Term employees from corporate entities may be authorized the lesser of the amounts authorized by the corporate policy for these types of assignments or this Los Alamos National Security, LLC (LANS) policy. (Note: This paragraph is pending Contracting Officer review.)

3.1 EN ROUTE EXPENSES

- Travel via Public Carrier: Reimbursement for transportation via public carrier may not exceed the cost of economy class airfare. Costs in excess of economy class airfare may be

allowable where they result in other unreasonable circumstances or do not reasonably meet travel needs.

- Travel via Privately Owned Vehicle: The cost for en route travel via privately owned vehicle, including mileage, lodging, meals and incidental expenses, will be reimbursed. Private vehicle mileage will be reimbursed at an approved IRS moving mileage rate per mile. Travel time is calculated at an average of 300 miles/day.
- Mileage determinations are based on mileage between the authorized points of travel as listed in the Rand-McNally standard distance charts. Travel time is calculated at an average of 300 miles/travel day.
- If both privately owned vehicles are driven, mileage will be reimbursed at the IRS approved moving mileage rate. If one vehicle is shipped and the other driven, costs for the shipped vehicle will be in accordance with the Shipment of Autos Section, and the vehicle driven will be reimbursed at the IRS approved moving mileage rate.
- Reimbursement of toll charges is allowed over and above the mileage allowances.
- Reimbursement for En Route lodging, meals and incidental expenses will be in accordance with Lodging plus Per Diem methodology, and will not exceed the maximum percentage of the standard CONUS rate specified for the employee and each eligible family member. Further, they will be paid on the basis of actual number of days used to complete the trip, not to exceed the number of days computed on the basis of the 300 mile minimum driving distance per day.

Term Assignment Lodging M&IE Allowances¹ Table				
Family Members	En Route Expenses	30/15 Days of Settling In²	Lodging allowance	Settling In Extension Beyond 30 /15 Days³
Employee	100%	100%		75%
Spouse/Registered Domestic Partner	75%	75%	N/A	\$7.5/day
Spouse/Registered Domestic Partner traveling without employee	100%	N/A	N/A	N/A
Family Member 12 years or older	75%	75%	N/A	\$4.5/day
Family member younger than 12 years	50%	50%	N/A	\$4.5/day
<p>¹ The lodging rate is based upon quantity of rooms needed. Additional number of family members does not increase lodging rate unless there is a need for more than one room.</p> <p>² Extension of Settling-In: The LANS Director or designee may authorize up to 30 additional consecutive days (15 additional days for spouse/domestic partner or immediate family members) beyond the original 30/15-day allowance when there are compelling reasons beyond the employee's control. Examples include, but are not limited to, the following: shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to strikes, customs clearance, hazardous weather, fires, floods, or other acts of God, or similar events; new permanent residence cannot be occupied because of unanticipated problems (delays in settlement on new residence, short-term delay in construction of a new residence, etc.); inability to locate long term/permanent residence that is adequate for family needs because of housing conditions at the new official location; or</p>				

Term Assignment Employee Allowances

Term Assignment Lodging M&IE Allowances¹ Table				
Family Members	En Route Expenses	30/15 Days of Settling In²	Lodging allowance	Settling In Extension Beyond 30 /15 Days³
sudden illness, injury, or death of employee or immediate family member.				
³ If longer-term lodging is obtained at any point in time during the Settling-In period, the per diem rates stop and the lodging allowance begins.				

3.2 SHIPMENT/TEMPORARY STORAGE OF HOUSEHOLD EFFECTS

- There is a maximum limit of 9,000 lbs. to the weight of household goods that may be transported or stored and a 30 day limit on the time allowed for temporary storage at destination in connection with the shipment. Property may be moved from more than one location as long as the cost of moving the differently located effects does not exceed the cost of shipping the property in one lot from the last assignment location to the new assignment location via the most economical route.
- Costs for the loading/shipment/unloading of unusually bulky or expendable items will not be reimbursed. See Page 14 for examples of unsuitable items.
- Insurance: Household goods shipped and stored in the U.S. will be insured for full replacement value up to a set maximum amount of \$10 per pound. Insurance coverage above this value will be the responsibility of the employee.
- Technical Resources: Items such as professional and/or technical books or tools required for job assignments do not have to be included in the shipment of personal and household effects. Personally owned professional books, papers, and equipment required for job

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assignments may be transported to the new long term assignment as an administrative expense.

- The initial 30-day period may be extended an additional period not to exceed 30 days under certain conditions. Justification for an additional storage period may include, but is not limited to: an intervening short term duty or longer-term training assignment; shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to strikes, customs clearance, hazardous weather, fires, floods, or other acts of God, or similar events. New permanent residence cannot be occupied because of: unanticipated problems (delays in settlement on new residence, short-term delay in construction of a new residence, etc.), inability to locate long term/permanent residence that is adequate for family needs because of housing conditions at the new official location; or sudden illness, injury, or death of employee or immediate family member.
- **Unsuitable items for shipment:** Unusually bulky items for shipment include but are not limited to the following: cars, trucks, vans and similar motor vehicles; boats; airplanes; large satellite dishes; farming vehicles; camper trailers; live animals; cordwood and building materials; and perishable articles including frozen foods. Snowmobiles and vehicles with two or three wheels (e.g., golf carts, motorcycles, riding lawnmowers and mopeds) may be shipped as household goods; however, any extra charges assessed by the movers for these items will be the responsibility of the employee.

3.3 *SHIPMENT OF AUTOS*

- All necessary and customary expenses directly related to the shipment by freight forwarder of two privately owned vehicles will be reimbursed for both vehicles with the following limitations:
 - Vehicle must be a passenger automobile, station wagon, small truck, or other similar vehicle that will be used primarily for personal transportation.
 - Vehicles must be in operating condition. (Shipment of antique automobiles is not authorized regardless of operating condition.)
 - Assignment location must be more than **500** miles from point-of-departure.
 - No reimbursement will be made for storage charges at point of origin or destination.
 - Current or newly recruited employees (including college hires) who elect to drive one vehicle, and ship a second vehicle will be reimbursed at the IRS approved moving mileage rate for the vehicle driven, and for all necessary and customary expenses directly related to the shipment of second vehicle, subject to the limitations in the sections above.
 - Necessary and customary expenses directly related to the transportation of a privately owned vehicle by sea may be allowed, based on specific authorized circumstances. These expenses would include items applicable only to sea shipments such as, crating and packing expenses, shipping charges, and port charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation.

3.4 *SETTLING IN*

- Pre-departure days may be used at the location from which an employee departs. Settling-in will be reduced by the number of days used for pre-departure.
- Reimbursement for Term Assignment Assignment Settling-In lodging, meals and incidentals will be in accordance with Lodging plus Per Diem methodology.

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- Reimbursement for lodging, meals and incidental expenses will end when permanent lodging is obtained, or after the Settling In period ends, whichever occurs first. Per diem for lodging and M&IE will be based on an assignment location's maximum per diem rates.
- Temporary lodging during settling-in is limited to combined cumulative totals of 30 days for employees and 15 days for spouse or registered domestic partner and dependents, including maximum of 3 days pre departure time.
- The period of consecutive days may be interrupted for the time that is allowed for travel between the old and new locations; for circumstances attributable to official necessity as, for example, an intervening short term assignment, a business trip, or for non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control and acceptable to LANS.
- When computing the length of time allowed for settling-in, the time period will begin for the employee and all members of the immediate family when either the employee or any member of the immediate family begins the period of use of such quarters for which a claim for reimbursement is made. The time period shall run concurrently for the employee and all members of the immediate family. The period of eligibility shall terminate when the employee or any member of the immediate family occupies long term residence quarters, when household effects are delivered to a residence, or when the authorized period of time expires, whichever occurs first.
- Occupancy of temporary quarters for less than a whole day constitutes one full calendar day of the eligibility period.
- With LANS Director or designee approval, the settling-in period may be extended, based on compelling reasons. If an extension is granted, the reimbursement for lodging, meals and incidental expenses will not be more than 75% of the approved rate otherwise applicable.

3.5 *LODGING ALLOWANCE*

- The housing allowance is intended to assist employees to cover duplicate homeowner expenses while on Term Assignment/Temporary assignment. The employee may receive a housing

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allowance, which will not exceed 3 years even though Term Assignment assignments may exceed three years. The allowance will be determined annually and be stated in Attachment B. This housing allowance is not a relocation benefit but is included in the Relocation Policy for the purposes of clarity and convenience. The allowance is all-inclusive and not subject to further adjustments. This housing allowance will be paid biweekly through Payroll. The housing allowance does not begin until a signed lease at the new station is presented to the Relocation Coordinator in the Travel Department.

The housing allowance is available to employees who were living more than 150 miles from the laboratory prior to their offer of Term Assignment employment.

- If a Term Assignment/Temporary Assignment employee purchases a house in the Los Alamos area, then no lodging allowance will be paid.
- The Laboratory will not reimburse Term Assignment/Temporary Assignment employees for periodic trips home or the visitation of a spouse/registered domestic partner, other than those identified within this policy, i.e. pre-departure trip.

3.6 DEFERRED PACK AND LOAD

- For the purpose of deferred pack and load of household effects a relocating employee may request to be allowed to make a return trip to their point of origin.
- With Associate Director approval, an employee who is requested to report to the new assignment location immediately due to a critical project need may be granted a deferred trip home to take care of relocation items such as the packing and loading of their goods. Employee must not have used 3 days pre-departure. Deferred trips may also be granted for assignees originally on a business trip or short term assignments, who are subsequently converted to a long term assignment at the same location. The following limitations shall apply:
 - The trip shall not exceed three days.
 - En route airfare, and pay for labor not to exceed base work hours on normal workdays only will be reimbursed.

3.7 LOCAL TRANSPORTATION

- Actual and reasonable automobile rental costs for a maximum rental period of four weeks may be reimbursed, not to extend beyond the arrival of the first privately owned vehicle (either shipped or driven) or the maximum period allowed, whichever occurs first. Mileage, gasoline and insurance are **not** reimbursed.

3.8 EMPLOYEE TAX IMPLICATIONS

- Employees who are eligible for the Term Assignment/Temporary Assignment package receive tax assistance from the LANS, LLC on certain relocation expenses. Certain relocation expenses are considered taxable income to the employee. LANS is required to report all relocation payments as compensation with the exception of the following items:
 - Reasonable and normal expenses resulting from household goods shipments (HG)..

- Up to 30 days HG storage while waiting to occupy residence at new location.
- Reasonable and normal expenses for transportation and lodging for employee and eligible dependents from the employee old work location to the new work location (en-route expenses).
- LANS will provide employee's tax assistance reimbursements to offset taxes withheld on relocating expenses. The reimbursement payment will be based upon standard reimbursement rates and therefore, will not be an exact match of actual taxes withheld.

3.9 RESIDENCE RELOCATION ALLOWANCE

- The Residence Relocation Allowance of \$1000 is intended to cover miscellaneous expenses associated with discontinuing the pre-departure residence and establishing a residence at the new location. Reimbursement is for a flat amount. The following is an extensive, but not all inclusive listing of items the Residence Relocation Allowance is intended to cover.
 - Connecting/Disconnecting Household Appliances
 - Vehicle Registration
 - Driver's License and use taxes
 - Cutting and fitting rugs, draperies, and curtains
 - Forfeited Utility Fees
 - Utility Deposits, installations, and hook-up fees
 - Deposits, installation and/or hook-up fees for items such as cable television and high speed internet

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- Purchase of insurance against damage to or loss of personal property while in transit
- Forfeited Cleaning Deposits
- Maintenance of building and grounds during settling-in period
- Cleaning of residence, including carpet and draperies
- Costs for newspaper advertisements for sale or lease of property
- Re-keying of locks
- Pest control fees
- Use of rental vehicle or local moving company to move household goods from temporary housing to permanent residence
- Post Office Box rental
- Tax Counseling
- Loss on sale of vehicle
- Shipment of house pets
- Purchase of items at new location not allowed to be shipped from pre-departure location
- Telephone calls to real estate agents/brokers
- Forfeiture losses on medical and/or dental contracts
- Forfeiture on contracts for private institutional care
- Forfeiture for losses on contracts for cell phones, athletic clubs, etc.

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- Use of rental car at pre-departure location due to shipment of privately owned vehicle.

3.10 *OTHER PROVISIONS, INCLUDING PAYBACK*

- LANS Director or designee and the appropriate partner company representative may approve or disapprove reimbursement in excess of these relocation policy allowances. Exceptions granted to this LANS Relocation Policy which are not authorized by the Contracting officer will be a LANS non-reimbursable cost.
- **Payback Provision:** Employees who resign for reasons within their control, are transferred at their own request, or are terminated for cause within twelve months of their payroll start date, or the date of their permanent transfer for which relocation benefits were awarded, will be required to repay LANS the amount received for relocation including tax assistance.
- Expense submissions for travel and relocation will be consistent with LANS charging practices.
- The effective date of employment for newly hired employees will be the day the employee reports to work. No salary will be paid to new hires during en route travel.
- Transferring employees may have an effective hire date (at which time they are automatically covered by LANL insurances) and a later report date based on actual authorized travel days. In that instance, the transferring employee's time card is coded as regular work time (no overtime charges allowed) and salary is paid during en route travel for actual travel days excluding weekends.
- Reimbursement of relocation expenses will cease upon termination of employment.
- Reimbursement of relocation expenses must begin within six months from the effective date of transfer/hire. Claims for reimbursement of relocation expenses must be submitted within 6 months of the date expenses were incurred.

3.11 *RETURN TO POINT OF ORIGIN*

- At the successful completion of the Term Assignment/Temporary Assignment, the employee may be returned to his/her point of origin if there is no subsequent assignment available. If there is a subsequent assignment, the receiving assignment will be responsible for the relocation costs. A return to point of origin will include:
- En route expenses under the guidelines of EN ROUTE EXPENSES Section.
- Shipment of household effects under the guidelines of SHIPMENT OF HOUSEHOLD EFFECTS Section.
- Shipment of Autos under the guidelines of SHIPMENT OF AUTOS Section. Note no rental car will be reimbursed waiting for the arrival of a shipped auto.
- No settling-in expenses will be paid on the return to point of origin.
- Claims for reimbursement of return to point of origin expenses must be submitted within 6 months of the date the LANL assignment ended.

4. POST-DOCTORAL OR ADVANCED STUDY EMPLOYEES

4.1 HOUSE HUNTING

- Costs of finding a new residence, such as an advance trip by the Postdoctoral or Advanced Study employee and spouse or registered domestic partner to locate living quarters is reimbursable as detailed below. Reimbursement authorized for employee and spouse or domestic partner up to a combined maximum period of 6 days.
- Reimbursement for lodging, meals, and incidental expenses is authorized for employee and spouse or registered domestic partner up to a combined maximum period of 6 days (See Post-Doc Allowance Table on next page for per diem percentage amounts). Auto rental expenses are reimbursed; however, mileage and gasoline are not reimbursed. Per Diem for lodging and M&IE will be based on assignment location maximum per diem rates.
- Separate economy class airfare round trips by the employee and spouse or registered domestic partner may be authorized. A round trip performed by the employee for this purpose must be accomplished before reporting to the new assignment location. A round trip by the spouse or registered domestic partner may be accomplished at any time before relocation of the family to the new location but not after 1 year from the effective date of the employee's transfer.

4.2 EN ROUTE EXPENSES

- Travel via Public Carrier: Reimbursement for transportation via public carrier may not exceed the cost of economy class airfare. Costs in excess of economy class airfare may be allowable where they result in other unreasonable circumstances or do not reasonably meet travel needs.
- Travel via Privately Owned Vehicle: The cost for en route travel via privately owned vehicle, including mileage, lodging, meals and incidental expenses, will be reimbursed. Private vehicle mileage will be reimbursed at an approved IRS moving mileage rate per mile. Travel time is calculated at an average of 300 miles/day.

- Mileage determinations are based on mileage between the authorized points of travel as listed in the Rand-McNally standard distance charts. Travel time is calculated at an average of 300 miles/travel day.
- If both privately owned vehicles are driven, mileage will be reimbursed at the IRS approved moving mileage rate. If one vehicle is shipped and the other driven, costs for the shipped vehicle will be in accordance with the Shipment of Autos Section, and the vehicle driven will be reimbursed at the IRS approved moving mileage rate.
- Reimbursement of toll charges is allowed over and above the mileage allowances.
- Reimbursement for En Route lodging, meals and incidental expenses will be in accordance with Lodging plus Per Diem methodology, and will not exceed the maximum percentage of the standard CONUS rate specified for the employee and each eligible family member. Further, they will be paid on the basis of actual number of days used to complete the trip, not to exceed the number of days computed on the basis of the 300 mile minimum driving distance per day.

Post-doc/Advanced Study Lodging M&IE Allowances¹ Table				
Family Members	House Hunting²	En Route Expenses	30/15 Days of Settling In³	Settling In Extension Beyond 30 /15 Days⁴
Employee	100%	100%	100%	75%
Spouse/Registered Domestic Partner	75%	75%	75%	50%
Spouse/Registered Domestic Partner traveling without employee	100%	100%	N/A	N/A

Post-Doc/Advanced Study Employee Allowances

Post-doc/Advanced Study Lodging M&IE Allowances¹ Table				
Family Members	House Hunting²	En Route Expenses	30/15 Days of Settling In³	Settling In Extension Beyond 30 /15 Days⁴
Family Member 12 years or older	75%	75%	75%	50%
Family member younger than 12 years	50%	50%	50%	40%

¹ The lodging rate is based upon quantity of rooms needed. Additional number of family members does not increase lodging rate unless there is a need for more than one room.

² House hunting trips expenses reimbursed for employee and spouse or registered domestic partner only.

³ Extension of Settling-In: The LANS Director or designee may authorize up to 30 additional consecutive days (15 additional days for spouse/domestic partner or immediate family members) beyond the original 30/15-day allowance when there are compelling reasons beyond the employee's control. Examples include, but are not limited to, the following: shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to strikes, customs clearance, hazardous weather, fires, floods, or other acts of God, or similar events; new permanent residence cannot be occupied because of unanticipated problems (delays in settlement on new residence, short-term delay in construction of a new residence, etc.); inability to locate long term/permanent residence that is adequate for family needs because of housing conditions at the new official location; or sudden illness, injury, or death of employee or immediate family member.

⁴ If longer-term lodging is obtained at any point in time during the Settling-In period, per diem rates stop.

4.3 *SHIPMENT OF HOUSEHOLD EFFECTS*

- There is a maximum limit of 18,000 lbs. to the weight of household goods that may be transported or stored and a 30 day limit on the time allowed for temporary storage at destination in connection with the shipment. Property may be moved from more than one location as long as the cost of moving the differently located effects does not exceed the cost of shipping the property in one lot from the last assignment location to the new assignment location via the most economical route.
- Costs for the loading/shipment/unloading of unusually bulky or expendable items will not be reimbursed. See examples of unsuitable items below.
- Insurance: Household goods shipped and stored in the U.S. will be insured for full replacement value up to a set maximum amount of \$10 per pound. Insurance coverage above this value will be the responsibility of the employee.
- Technical Resources: Items such as professional and/or technical books or tools required for job assignments will be included in the shipment of personal and household effects.
- The initial 30-day period may be extended an additional period not to exceed 30 days under certain conditions. Justification for an additional storage period may include, but is not limited to: an intervening short term duty or longer-term training assignment; shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to strikes, customs clearance, hazardous weather, fires, floods, or other acts of God, or similar events. New permanent residence cannot be occupied because of: unanticipated problems (delays in settlement on new residence, short-term delay in construction of a new residence, etc.), inability to locate long term/permanent residence that is adequate for family needs because of housing conditions at the new official location; or sudden illness, injury, or death of employee or immediate family member.

Unsuitable items for shipment: Unusually bulky items for shipment include but are not limited to the following: cars, trucks, vans and similar motor vehicles; boats; airplanes; large satellite dishes; farming vehicles; camper trailers; live animals; cordwood and building materials; and perishable articles including frozen foods. Snowmobiles and vehicles with two or three wheels

(e.g., golf carts, motorcycles, riding lawnmowers and mopeds) may be shipped as household goods; however, any extra charges assessed by the movers for these items will be the responsibility of the employee.

4.4 *SHIPMENT OF AUTOS*

- The shipment of automobiles requires prior approval of the program manager. All necessary and customary expenses directly related to the shipment by freight forwarder of two privately owned vehicles will be reimbursed for both vehicles with the following limitations:
 - Vehicle must be a passenger automobile, station wagon, small truck, or other similar vehicle that will be used primarily for personal transportation.
 - Vehicles must be in operating condition. (Shipment of antique automobiles is not authorized regardless of operating condition.)
 - Assignment location must be more than 500 miles from point-of-departure.
 - No reimbursement will be made for storage charges at point of origin or destination.
- Postdoctoral and Advanced Study employees who are approved and elect to drive one vehicle, and ship a second vehicle will be reimbursed at the IRS approved moving mileage rate for the vehicle driven, and for all necessary and customary expenses directly related to the shipment of second vehicle, subject to the limitations in the Shipment of Autos Section.
- Necessary and customary expenses directly related to the transportation of a privately owned vehicle by sea may be allowed, based on specific authorized circumstances. These expenses would include items applicable only to sea shipments such as, crating and packing expenses, shipping charges, and port charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation.

4.5 *SETTLING IN*

- Up to 3 Pre-departure days may be used at the location from which an employee departs. Settling-in will be reduced by the number of days used for pre-departure.
- Reimbursement for Postdoctoral and Advanced Study Assignment Settling-In lodging, meals and incidentals will be in accordance with Lodging plus Per Diem methodology.
- Temporary lodging during settling-in is limited to combined cumulative totals of 30 days less house hunting and pre-departure. Reimbursement for lodging, meals and incidental expenses will end when permanent lodging is obtained, and suitable (household goods delivered, utilities, etc.) for occupancy or once the 30 day cumulative time has been met, whichever comes first

4.6 *LOCAL TRANSPORTATION*

- Actual and reasonable automobile rental costs may be reimbursed, not to extend beyond the arrival of the first privately owned vehicle (either shipped or driven) or two weeks, whichever occurs first. Mileage, gasoline and insurance are **not** reimbursed.

4.7 *RESIDENCE RELOCATION ALLOWANCE*

- The \$1,000 Residence Relocation Allowance is intended to cover miscellaneous expenses associated with discontinuing the pre-departure residence and establishing a residence at the new location. Reimbursement is for a flat amount of **\$1,000**. The following is an extensive but not all inclusive list of items the Residence Relocation Allowance is intended to cover.
 - Connecting/Disconnecting Household Appliances
 - Vehicle Registration
 - Driver's License and use taxes
 - Cutting and fitting rugs, draperies, and curtains

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- Forfeited Utility Fees
- Utility Deposits, installations, and hook-up fees
- Deposits, installation and/or hook-up fees for items such as cable television and high speed internet
- Purchase of insurance against damage to or loss of personal property while in transit
- Forfeited Cleaning Deposits
- Maintenance of building and grounds during settling-in period
- Cleaning of residence, including carpet and draperies
- Costs for newspaper advertisements for sale or lease of property
- Re-keying of locks
- Pest control fees
- Use of rental vehicle or local moving company to move household goods from temporary housing to permanent residence
- Post Office Box rental
- Tax Counseling
- Loss on sale of vehicle
- Shipment of house pets
- Purchase of items at new location not allowed to be shipped from pre-departure location
- Telephone calls to real estate agents/brokers

Post-Doc/Advanced Study Employee Allowances

- Forfeiture losses on medical and/or dental contracts
- Forfeiture on contracts for private institutional care
- Forfeiture for losses on contracts for cell phones, athletic clubs, etc.
- Use of rental car at pre-departure location due to shipment of privately owned vehicle.

4.8 *EMPLOYEE TAX IMPLICATIONS*

- Certain relocation expenses are considered taxable income to the employee. LANS is required to report all relocation payments as compensation with the exception of the following items:
 - Reasonable and normal expenses resulting from household goods shipments (HG)..
 - Up to 30 days HG storage while waiting to occupy residence at new location.
 - Reasonable and normal expenses for transportation and lodging for employee and eligible dependents from the employee old work location to the new work location (en-route expenses).
 - LANS will provide employee's tax assistance reimbursements to offset taxes withheld on relocating expenses. The reimbursement payment will be based upon standard reimbursement rates and therefore, will not be an exact match of actual taxes withheld.

4.9 *OTHER PROVISIONS, INCLUDING PAYBACK*

- LANS Director or designee and the appropriate partner company representative may approve or disapprove reimbursement in excess of these relocation policy allowances. Exceptions granted to this LANS Relocation Policy which are not authorized by the Contracting officer will be a LANS non-reimbursable cost.
- **Payback Provision:** Employees who resign for reasons within their control, are transferred at their own request, or are terminated for cause within twelve months of their payroll start date, or the date of their permanent transfer for which relocation benefits were awarded, will be required to repay LANS the amount received for relocation including tax assistance.
- Expense submissions for travel and relocation will be consistent with LANS charging practices.
- The effective date of employment for Postdoctoral or Advanced Study employee will be the day the employee reports to work. No salary will be paid to postdoctoral or advanced study employees during en route travel.
- Reimbursement of relocation expenses will cease upon termination of employment.
- Reimbursement of relocation expenses must begin within six months from the effective date of hire. Claims for reimbursement of relocation expenses must be submitted within 6 months of the date expenses were incurred.

5. CHANGE OF STATION

5.1 HOUSE HUNTING

- Costs of finding a new residence, such as an advance trip by the Change of Station (COS) employee and spouse or registered domestic partner, to locate living quarters is reimbursable as detailed below. Reimbursement authorized for employee and spouse or domestic partner up to a combined maximum period of 6 days.
- Reimbursement for lodging, meals, and incidental expenses is authorized for employee and spouse or registered domestic partner up to a combined maximum period of 6 days (See Change of Station Allowance Table on next page for per diem percentage amounts). Auto rental expenses are reimbursed; however, mileage and gasoline are not reimbursed. Per Diem for lodging and M&IE will be based on assignment location maximum per diem rates.
- Separate economy class airfare round trips by the employee and spouse or registered domestic partner may be authorized. A round trip performed by the employee for this purpose must be accomplished before reporting to the new assignment location. A round trip by the spouse or registered domestic partner may be accomplished at any time before relocation of the family to the new location but not after 1 year from the effective date of the employee's transfer.

5.2 EN ROUTE EXPENSES

- Travel via Public Carrier: Reimbursement for transportation via public carrier may not exceed the cost of economy class airfare. Costs in excess of economy class airfare may be allowable where they result in other unreasonable circumstances or do not reasonably meet travel needs.
- Travel via Privately Owned Vehicle: The cost for en route travel via privately owned vehicle, including mileage, lodging, meals and incidental expenses, will be reimbursed. Private vehicle mileage will be reimbursed at an approved IRS moving rate per mile. Travel time is calculated at an average of 300 miles/day.

- Mileage determinations are based on mileage between the authorized points of travel as listed in the Rand-McNally standard distance charts. Travel time is calculated at an average of 300 miles/travel day.
- If both privately owned vehicles are driven, mileage will be reimbursed at the IRS approved moving mileage rate. If one vehicle is shipped and the other driven, costs for the shipped vehicle will be in accordance with Shipment of Autos Section, and the vehicle driven will be reimbursed at the IRS approved moving mileage rate.
- Reimbursement of toll charges is allowed over and above the mileage allowances.
- Reimbursement for En Route lodging, meals and incidental expenses will be in accordance with Lodging plus Per Diem methodology, and will not exceed the maximum percentage of the standard CONUS rate specified for the employee and each eligible family member. Further, they will be paid on the basis of actual number of days used to complete the trip, not to exceed the number of days computed on the basis of the 300 mile minimum driving distance per day.

Change of Station Lodging M&IE Allowances¹ Table				
Family Members	House Hunting²	En Route Expenses	30/15 Days of Settling In³	Settling In Extension Beyond 30 /15 Days⁴
Employee	100%	100%	100%	75%
Spouse/Registered Domestic Partner	75%	75%	75%	50%
Spouse/Registered Domestic Partner traveling without employee	100%	100%	N/A	N/A

Change of Station Employee Allowances

Change of Station Lodging M&IE Allowances¹ Table

Family Members	House Hunting²	En Route Expenses	30/15 Days of Settling In³	Settling In Extension Beyond 30 /15 Days⁴
Family Member 12 years or older	75%	75%	75%	50%
Family member younger than 12 years	50%	50%	50%	40%

¹ The lodging rate is based upon quantity of rooms needed. Additional number of family members does not increase lodging rate unless there is a need for more than one room.

² House hunting trips expenses reimbursed for employee and spouse or registered domestic partner only.

³ Extension of Settling-In: The LANS Director or designee may authorize up to 30 additional consecutive days (15 additional days for spouse/domestic partner or immediate family members) beyond the original 30/15-day allowance when there are compelling reasons beyond the employee's control. Examples include, but are not limited to, the following: shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to strikes, customs clearance, hazardous weather, fires, floods, or other acts of God, or similar events; new permanent residence cannot be occupied because of unanticipated problems (delays in settlement on new residence, short-term delay in construction of a new residence, etc.); inability to locate long term/permanent residence that is adequate for family needs because of housing conditions at the new official location; or sudden illness, injury, or death of employee or immediate family member.

⁴ If longer-term lodging is obtained at any point in time during the Settling-In period, the per diem rates stop.

5.3 *SHIPMENT OF HOUSEHOLD EFFECTS*

- There is a maximum limit of 9,000 lbs. to the weight of household goods that may be transported or stored and a 30 day limit on the time allowed for temporary storage at destination in connection with the shipment. Property may be moved from more than one location as long as the cost of moving the differently located effects does not exceed the cost of shipping the property in one lot from the last assignment location to the new assignment location via the most economical route.
- Costs for the loading/shipment/unloading of unusually bulky or expendable items will not be reimbursed. See examples of unsuitable items on next page.
- Insurance: Household goods shipped and stored in the U.S. will be insured for full replacement value up to a set maximum amount of \$10 per pound. Insurance coverage above this value will be the responsibility of the employee.
- Technical Resources: Items such as professional and/or technical books or tools required for job assignments do not have to be included in the shipment of personal and household effects. Personally owned professional books, papers, and equipment required for job assignments may be transported to the new long term assignment as an administrative expense.
- The initial 30-day period may be extended an additional period not to exceed 30 days under certain conditions. Justification for an additional storage period may include, but is not limited to: an intervening short term duty or longer-term training assignment; shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to strikes, customs clearance, hazardous weather, fires, floods, or other acts of God, or similar events. New permanent residence cannot be occupied because of: unanticipated problems (delays in settlement on new residence, short-term delay in construction of a new residence, etc.), inability to locate long term/permanent residence that is adequate for family needs because of housing conditions at the new official location; or sudden illness, injury, or death of employee or immediate family member.

- **Unsuitable items for shipment:** Unusually bulky items for shipment include but are not limited to the following: cars, trucks, vans and similar motor vehicles; boats; airplanes; large satellite dishes; farming vehicles; camper trailers; live animals; cordwood and building materials; and perishable articles including frozen foods. Snowmobiles and vehicles with two or three wheels (e.g., golf carts, motorcycles, riding lawnmowers and mopeds) may be shipped as household goods; however, any extra charges assessed by the movers for these items will be the responsibility of the employee.

5.4 *SHIPMENT OF AUTOS*

- The shipment of automobiles requires prior approval of the program manager. All necessary and customary expenses directly related to the shipment by freight forwarder of two privately owned vehicles will be reimbursed for both vehicles with the following limitations:
 - Vehicle must be a passenger automobile, station wagon, small truck, or other similar vehicle that will be used primarily for personal transportation.
 - Vehicles must be in operating condition. (Shipment of antique automobiles is not authorized regardless of operating condition.)
 - Assignment location must be more than 500 miles from point-of-departure.
 - No reimbursement will be made for storage charges at point of origin or destination.
- COS employees who are approved and elect to drive one vehicle, and ship a second vehicle will be reimbursed at the IRS approved moving mileage rate for the vehicle driven, and for all necessary and customary expenses directly related to the shipment of second vehicle, subject to the limitations in the Shipment of Autos Section.
- Current or newly recruited employees (including college hires) who elect to drive one vehicle, and ship a second vehicle will be reimbursed at the IRS approved moving mileage rate for the vehicle driven, and for all necessary and customary expenses directly related to the shipment of second vehicle, subject to the limitations in the Shipment of Autos Section above.

Change of Station Employee Allowances

- Necessary and customary expenses directly related to the transportation of a privately owned vehicle by sea may be allowed, based on specific authorized circumstances. These expenses would include items applicable only to sea shipments such as, crating and packing expenses, shipping charges, and port charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation.

5.5 *SETTLING IN*

- Up to 3 Pre-departure days may be used at the location from which an employee departs. Settling-in will be reduced by the number of days used for pre-departure.
- Reimbursement for COS Assignment Settling-In lodging, meals and incidentals will be in accordance with Lodging plus Per Diem methodology.
- Temporary lodging during settling-in is limited to combined cumulative totals of 30 days less house hunting and pre-departure. Reimbursement for lodging, meals and incidental expenses will end when permanent lodging is obtained, and suitable (household goods delivered, utilities, etc.) for occupancy or once the 30 day cumulative time has been met, whichever comes first

5.6 *LODGING ALLOWANCE*

- The lodging allowance is intended to assist employees to cover duplicate homeowner expenses while on COS assignment outside of Los Alamos. The employee may receive a lodging allowance for the duration of the assignment location (upon Associate Director approval). The allowance will be determined annually and be stated in Attachment B. This lodging allowance is not a relocation benefit but is included in the Relocation Policy for the purposes of clarity and convenience. The allowance is all inclusive and not subject to further adjustments. This lodging allowance will be paid biweekly through Payroll. The lodging allowance does not begin until a signed lease at the new station is presented to the Relocation Coordinator in the Travel Department.
- If a COS Assignment employee purchases a house in the assigned area, then no lodging allowance will be paid.

Change of Station Employee Allowances

- The Laboratory will not reimburse COS Assignment employees for periodic trips home or the visitation of a spouse/registered domestic partner, other than those identified within this policy, i.e. pre-departure trip.
- Currency Fluctuation: An adjustment can be made to the lodging allowance for employees on a foreign change of station due to a fluctuation in the value of the US Dollar. An incremental increase/decrease can be calculated per month to offset the fluctuation. The US Department of State foreign per diem rates which are published monthly will be used to calculate any change in the lodging allowance.

5.7 LOCAL TRANSPORTATION

- Actual and reasonable automobile rental costs may be reimbursed, not to extend beyond the arrival of the first privately owned vehicle (either shipped or driven) or four weeks, whichever occurs first. Mileage, gasoline and insurance are **not** reimbursed.

5.8 RESIDENCE RELOCATION ALLOWANCE

- The \$1,000 Residence Relocation Allowance is intended to cover miscellaneous expenses associated with discontinuing the pre-departure residence and establishing a residence at the new location. Reimbursement is for a flat amount of **\$1,000**. The following is an extensive but not all inclusive list of items the Residence Relocation Allowance is intended to cover.
 - Connecting/Disconnecting Household Appliances
 - Vehicle Registration
 - Driver's License and use taxes
 - Cutting and fitting rugs, draperies, and curtains
 - Forfeited Utility Fees

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- Utility Deposits, installations, and hook-up fees
- Deposits, installation and/or hook-up fees for items such as cable television and high speed internet
- Purchase of insurance against damage to or loss of personal property while in transit
- Forfeited Cleaning Deposits
- Maintenance of building and grounds during settling-in period
- Cleaning of residence, including carpet and draperies
- Costs for newspaper advertisements for sale or lease of property
- Re-keying of locks
- Pest control fees
- Use of rental vehicle or local moving company to move household goods from temporary housing to permanent residence
- Post Office Box rental
- Tax Counseling
- Loss on sale of vehicle
- Shipment of house pets
- Purchase of items at new location not allowed to be shipped from pre-departure location
- Telephone calls to real estate agents/brokers
- Forfeiture losses on medical and/or dental contracts
- Forfeiture on contracts for private institutional care

Change of Station Employee Allowances

- Forfeiture for losses on contracts for cell phones, athletic clubs, etc.
- Use of rental car at pre-departure location due to shipment of privately owned vehicle.

5.9 EMPLOYEE TAX IMPLICATIONS

- Certain relocation expenses are considered taxable income to the employee. LANS is required to report all relocation payments as compensation with the exception of the following items:
- Reasonable and normal expenses resulting from household goods shipments (HHG).
- Up to 30 days HHG storage while waiting to occupy residence at new location.
- Reasonable and normal expenses for transportation and lodging for employee and eligible dependents from the employee old work location to the new work location (en-route expenses).
- LANS will provide employee's tax assistance reimbursements to offset taxes withheld on relocating expenses. The reimbursement payment will be based upon standard reimbursement rates and therefore, will not be an exact match of actual taxes withheld.

5.10 OTHER PROVISIONS, INCLUDING PAYBACK

- LANS Director or designee and the appropriate partner company representative may approve or disapprove reimbursement in excess of these relocation policy allowances. Exceptions granted to this LANS Relocation Policy which are not authorized by the Contracting officer will be a LANS non-reimbursable cost.
- **Payback Provision:** Employees who resign for reasons within their control, are transferred at their own request, or are terminated for cause within twelve months of their payroll start date, or the date of their permanent transfer for which relocation benefits were awarded, will be required to repay LANS the amount received for relocation including tax assistance.
- Charges for travel and relocation will be consistent with LANS charging practices.

Change of Station Employee Allowances

- The effective date of assignment for COS employee will be the day the employee reports to work. Up to 8 hours salary will be paid during en route travel on business days.
- Reimbursement of relocation expenses will cease upon termination of employment.
- Reimbursement of relocation expenses must begin within six months from the effective date of hire. Claims for reimbursement of relocation expenses must be submitted within 6 months of the date expenses were incurred.

5.11 *RETURN TO POINT OF ORIGIN*

- At the successful completion of a COS Assignment, the employee will be returned to his/her point of origin if there is no subsequent assignment available. If there is a subsequent assignment, the receiving assignment will be responsible for the relocation costs. A return to point of origin will include:
 - En route expenses under the guidelines of EN ROUTE EXPENSES Section.
 - Shipment of household effects under the guidelines of SHIPMENT OF HOUSEHOLD EFFECTS Section.
 - Shipment of Autos under the guidelines of SHIPMENT OF AUTOS Section. Note no rental car will be reimbursed waiting for the arrival of a shipped auto.
 - No settling-in expenses will be paid on the return to point of origin.
- Claims for reimbursement of return to point of origin expenses must be submitted within 6 months of the date the LANL assignment ended.

Attachment A.

Duplicate Homeowner Expense Documentation Guidelines

Duplicate Homeowner Expense Documentation Guidelines

(Continuing costs of ownership of the **vacant** former principal residence)

- 1 Copy of agreement to include date when principal residence was placed on the market for sale. (submit once)

- 2 Copy of receipt or schedule that shows interest by month on mortgage loan(s)

- 3 Copy of current home owners insurance bill even if paid by mortgage company (usually only once)

- 4
Copy of most recent tax bills even if paid by mortgage company (usually only once)

- 5 Copy of electric bill - no proof of payment required

- 6 Copy of water bill - no proof of payment required

- 7 Home Owner Association - copy of invoice or covenant requiring membership

- 8 Copy of waste removal bill - no proof of payment required

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- 9 Lawn/grounds care - proof of payment is required (if cash signed receipt)
- 10 Certain house maintenance/periodic cleaning - proof of payment is required

Regional/local circumstance may allow for additional items to be covered under duplicate homeowner reimbursement. These will be reviewed on a case by case basis. Proof of payment may be required

Note:

Due to differences in the way mortgage companies and lending institutions handle items allowed in escrow accounts and minimum balances, normally the escrow statement alone will not be the basis for reimbursement of items other than interest.

Proof of payment can be a cancelled check or receipt acknowledging payment.

Attachment B

Monthly Housing Allowance

LOCATION	FY 2008	FY 2009	FY 2010	FY 2011
Boulder, CO	2,981.00	2,981.00	3,445.00	3163.00
Huntsville, AL	2,281.00	2,281.00	2,615.00	2615.00
Las Vegas, NV	3,376.00	3,376.00	3,428.00	2828.00
Oak Ridge, TN	2,403.00	2,403.00	2,737.00	2737.00
Omaha, NE	2,829.00	2,829.00	3,072.00	2884.00
Patrick AFB, FL	3,194.00	3,194.00	2,950.00	3011.00
Washington, DC	5,870.00	5,870.00	6,410.00	5838.00
Los Alamos, NM	1,898.00	1,898.00	2,068.00	2092.00
Amarillo, TX	2,129.00	2,129.00	2,129.00	2342.00
Princeton, NJ	4,167.00	4,167.00	4,258.00	3832.00
Livermore, CA			3,042.00	2859.00
Aiken, SC			2,616.00	2463.00
Corpus Christi, TX			2737.00	2646.00
Chicago, IL				4615.00

Partial months will be calculated and paid on a daily basis.

The housing rates are used to calculate the budget for each assignment. The amount paid to the employee is fixed for the period approved for that budget.