



Revised 080121

## Relocation Reimbursement and Repayment Policy

To assist employees with relocation, NMC reimburses relocation expenses up to the amount specified in the offer letter as part of a total compensation package.

Covered relocation expenses include:

- Transportation
- Shipping of personal goods

The request for reimbursements should be summarized on the [Reimbursement Request Form](#). Receipts for expenses eligible for reimbursement and [Direct Deposit Authorization](#) should be attached to the form.

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 NMC the amount received for relocation.

More information on NMC relocation and reimbursement policies and procedures can be found here:

Employee Manual: <https://newmexicoconsortium.org/inside-nmc/employee-manual/>

Reimbursement: <https://newmexicoconsortium.org/inside-nmc/reimbursement/>

*By signing below, you confirm that you have read, and I understand the NMC relocation policy.*

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Signature

Date

Printed name: \_\_\_\_\_