



Rev. 070523

RELOCATION POLICY

Policy Statement

To aid with recruitment of regular full-time positions, newly hired employees may be reimbursed for allowable costs directly related to relocation, provided NMC has available funding.

This policy sets forth guidelines in accordance with NMC policies and Internal Revenue Service (IRS) regulations for payments of relocation and moving expenses. All payments for relocation are taxable to the employee and will appear on the employee's W-2 as taxable income.

The NMC policy is written to coincide with established policy guidelines as referenced above. However, the rules, guidelines and parameters of the IRS will supersede those written herein should there be an apparent inconsistency or future modification.

The CEO or designee approves payments for relocation expenses, which must be authorized in advance by inclusion in the individual's offer letter or employment contract.

NMC may reimburse reasonable relocation costs for eligible employees moving to a location within a 100-mile radius of the NMC site in Los Alamos, NM.

Employees are responsible for keeping accurate expense records and providing clear, readable receipts. HR staff is responsible for interpretation of this policy. Any exceptions must be approved by the CEO.

Reimbursable Expenses

- Transportation
- Shipping of personal goods
- Other items, as stated in the offer letter or employment agreement.

Interview expenses, unlike relocation costs, occur prior to an accepted offer and do not fall within the scope of this policy.

Process and Procedures

Relocation/moving reimbursement must be negotiated at the time of offering a position and included in offer letter or the individual's employment contract. Reimbursement will not exceed the maximum amount specified in the employee offer letter or employment agreement. Only expenses specified in this policy and employee's offer letter or employment agreement are reimbursable.

Payments will be based on the receipts and other supporting documentation provided by the employee with the reimbursement request.

Employee will request reimbursement by submitting the [Reimbursement Request Form](#). Original itemized receipts must be attached to the form. Expenses that are not supported by receipts will not be reimbursed. No receipts are required for mileage and meal per diem. Allowable individual expenses less than \$75 can be reimbursed without receipts (except for hotels, rental car and gas, or flights; for more details, see [NMC Travel Reimbursement Policy](#)).

Eligibility

Eligibility for relocation assistance is based on the following requirements:

- The appointment must be for a Regular Full-time position.
- The employee is not returning to a home within a 100-mile radius of the NMC site in Los Alamos, NM.
- The relocation and reimbursement must occur within 12 months from the hire date.

Repayment Agreement

Should the employee resign for reasons within his/her control, is transferred at employee's own request, or is terminated for cause within twelve months of his/her payroll start date, the employee shall repay the amount received for relocation.

Acknowledgement

I have read and understand the terms and conditions of relocation assistance contained in this policy, including the Repayment Agreement.

Signed:

Name:

Date: