



# Employee Moving or Relocation Expenses Policy Template

## 1. Purpose

This policy outlines the guidelines and procedures for reimbursing employees for moving or relocation expenses incurred during the process of starting a new position with our company.

## 2. Eligibility

Employees who are required to relocate for their new position with the company are eligible for reimbursement of moving expenses. This policy applies to both new hires and current employees transferring to a new location.

## 3. Covered Expenses

Covered expenses may include, but are not limited to, transportation costs, packing and shipping of household goods, temporary housing, storage fees, and travel expenses for the employee and their immediate family members.

## 4. Approval Process

Employees must obtain approval from their manager or HR representative before incurring any moving expenses. All expenses must be documented and submitted for reimbursement according to company guidelines.

## 5. Reimbursement Limits

Reimbursement limits for moving expenses will be determined on a case-by-case basis, taking into consideration the employee's position, location, and specific circumstances. Employees should consult with HR for guidance on allowable expenses.

## **6. Tax Implications**

Employees should be aware that certain moving expenses may be considered taxable income. It is recommended that employees consult with a tax professional to understand the potential tax implications of reimbursed moving expenses.

## **7. Compliance**

Employees are expected to comply with all company policies and procedures regarding moving expenses. Failure to adhere to these guidelines may result in denial of reimbursement or disciplinary action.

## **8. Contact Information**

For questions or assistance regarding the moving or relocation expenses policy, employees should contact the HR department at [HR contact information].

Sources:

– U.S. General Services Administration. (2021). *Employee Relocation*.

<https://www.gsa.gov/policy-regulations/policy/human-capital-management/employee-relocation>

– Society for Human Resource Management. (2021). *Relocation Assistance: What Employers Should Know*.

[https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms\\_021834.aspx](https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_021834.aspx)

