



## DESERT RESEARCH INSTITUTE RELOCATION ALLOWANCE POLICY

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*The Desert Research Institute (DRI) will assemble and maintain a faculty of scientific, technical and administrative excellence. To facilitate the recruitment of employees from a wide geographic area, the DRI provides a relocation allowance to cover certain costs of transporting household goods and family.*

*New or transferred DRI employees accepting regular positions or appointments for scientific, technical or administrative positions will be eligible for relocation allowances.*

*Allowances for shipping household goods and travel expenses will be paid if the distance from the employee's residence to the DRI position location exceeds 50 miles over the most direct highway route. Relocation allowances must be approved by the Senior Vice President for Finance and Administration.*

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### **REIMBURSEMENT ALLOWANCE**

DRI will reimburse 100% of the first \$2,000 of allowable relocation and house hunting expense. In addition, DRI will reimburse 70% of allowable relocation and house hunting expense which exceeds the first \$2,000. All expenses for movement of household goods, travel, and house hunting as described below are to be aggregated for determination of reimbursement allowance. All expenses must be submitted as itemized receipts within six months of the date of pickup of household goods from the new or transferred employee's previous residence to be eligible for reimbursement.

### **ALLOWANCE FOR HOUSEHOLD GOODS**

Allowable costs for household goods include the following:

- Packing, crating, and transporting of employee's household goods up to a maximum of 10,000 pounds within the continental United States
- Charges for handling major appliances
- Charges for placing household goods into storage and removal (one month allowance)
- Unpacking and uncrating

DRI will **not** pay any costs associated with the following:

- Special handling charges for transporting automobiles, pets, livestock, boats, trailers and other recreational items
- Charges resulting from split pickups or delivery
- Storage charges beyond one month
- Charges for additional liability insurance over and above the moving company's liability, as determined by Interstate Commerce Commission regulations.

## HOUSE HUNTING EXPENSES

Allowable expenses for house hunting are limited to:

- One trip for the employee and one other dependent family member (as defined by the U.S. Internal Revenue Service Regulation) or mileage at the current State of Nevada mileage rate per mile not to exceed the cost of jet coach fare
- Two nights lodging up to \$100 per day
- Actual meal and incidental expenses up to the per diem rate of the city of relocation (i.e., Reno, Las Vegas), per person

## ALLOWANCE FOR TRAVEL EXPENSE

Allowable costs for travel of the employee and dependent family (as defined by the U.S. Internal Revenue Service Regulation) are as follows:

- If the employee elects to travel by air:
  - jet coach fare
  - lodging for one night at the city of departure and one night at destination up to \$100 per day
  - actual meal and incidental expenses up to the per diem rate of the city of relocation (i.e., Reno, Las Vegas), per person
- If the employee elects to drive:
  - transportation for one private vehicle at the current State of Nevada mileage rate per mile from the city of departure to a DRI location
  - lodging enroute (300 miles per day minimum mileage), plus one night's lodging at the city of departure and one night at the destination up to \$100 per day
  - actual meal and incidental expenses up to the per diem rate of the city of relocation (i.e., Reno, Las Vegas), per person

**NOTE:** DRI will not pay costs associated with rental vehicles for the personal use of a new or transferred employee in relocation.

## OTHER RELATED EXPENSES

Eligible employees living in Hawaii, Alaska or in foreign countries will be reimbursed for travel and transportation costs on the basis of negotiations between the individual and the Senior Vice President for Finance and Administration in advance of the move.

Any expense not expressly covered under this policy may be negotiated between the new or transferred employee and the Senior Vice President for Finance and Administration in advance of the move.

***Any new or transferred employee who has received reimbursement under this policy and resigns for reasons within the employee's control, or who is terminated for cause within twelve months from beginning work at the relocated area will be required to return all reimbursement received hereunder.***

***All relocation allowances paid directly to you or on your behalf will be reported as income for federal tax purposes.***