

## Relocation Travel for Term Hires

- 1.0 PURPOSE .....2
- 2.0 Authority and Applicability .....2
  - 2.1 Authority.....2
  - 2.2 Applicability.....2
- 3.0 Procedure Description.....2
  - 3.1 Employee Tax Implications.....3
  - 3.2 Payback Provision .....3
  - 3.3 En-Route Expenses.....3
  - 3.4 Residence Relocation Allowance .....4
  - 3.5 Settling-In.....5
  - 3.6 Rental Car at Assignment Location .....5
  - 3.7 Deferred Pack and Load.....5
  - 3.8 Shipment/Temporary Storage of Household Effects .....6
  - 3.9 Shipment of Autos .....6
  - 3.10 Shipment of Mobile Homes .....6
  - 3.11 Housing Allowance .....6
  - 3.12 Return to Point of Origin .....7
- 4.0 Responsibilities .....8
  - 4.1 Employees.....8
  - 4.2 Managers.....8
- 5.0 Training.....8
- 6.0 Exception or Variance .....8
- 7.0 Definitions and Acronyms.....8
  - 7.1 Definitions .....8
  - 7.2 Acronyms.....8
- 8.0 History .....9
- 9.0 References .....9
- 10.0 Forms .....9
- 11.0 Attachments.....9
- 12.0 Contact .....9

## 1.0 PURPOSE

The purpose of this document is to describe the Laboratory's relocation procedure for Term Assignments.

## 2.0 AUTHORITY AND APPLICABILITY

### 2.1 Authority

This document is issued under the authority of the Laboratory Director to direct the management and operation of the Laboratory, as delegated to the Los Alamos National Laboratory (LANL) Chief Financial Officer (CFO)/Human Resource Director (HR) as provided in the [Prime Contract](#) specifically Appendix A, Section XIV – Travel and Relocation. This document derives from the Laboratory [Governing Policies](#), particularly the section on Asset Management.

- Issuing Authority (IA): Chief Financial Officer (CFO)/Human Resource Director (HR)
- Responsible Manager (RM): Chief Financial Officer (CFO)/Human Resource Director (HR)
- Responsible Office (RO): Chief Financial Officer (CFO) /Human Resource Director (HR)

### 2.2 Applicability

This document applies to all new LANL term hires.

## 3.0 PROCEDURE DESCRIPTION

Laboratory employees may be entitled to relocation expenses if the costs are authorized in the employment offer letter 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.

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 six months of the date expenses were incurred.

The maximum time allowed to complete the relocation process is two years from the effective date of the employee's hire/transfer to the new assignment location.

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

- No shipment of personal vehicle from a foreign location and
- Household goods are limited to 1,000 lbs. by air and the balance of 8,000 lbs. shipped by sea.

Charges for travel and relocation will be consistent with LANL 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.

Employees transferring from Parent Companies may have an effective hire date (at which time they are automatically covered by LANL insurance) 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.

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

### 3.1 Employee Tax Implications

Certain relocation expenses are considered taxable income to the employee. LANL is required to include relocation reimbursements in the employee's taxable income reported to the tax authorities. Employees are responsible for filing their own tax returns and are advised to consult with their own tax advisors on these matters. Laboratory employees are not authorized to give tax advice.

LANL will provide employees tax assistance to offset tax liability. Assistance will be based upon standard tax liability rate(s) and, therefore, may not be an exact match of tax liability. For information regarding how relocation reimbursement taxes are calculated, see [Relocation Gross Up Calculations](#).

### 3.2 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 Los Alamos National Security (LANS) the full amount for relocation including third party payments, relocation gross up tax assistance, and housing allowance payments, if applicable.

Reimbursement of relocation expenses will cease upon termination of employment.

### 3.3 En-Route Expenses

**Travel via Common Carrier:** Travelers are required to use commercial airlines. Flights are to be booked by the most direct route and reimbursement will be limited to the lowest available fare. Lowest available fare is defined as the least expensive non-refundable fare with a maximum of one stop, based on the business location.

**Travel via Privately Owned Vehicle:** Private vehicle mileage will be calculated at the approved Internal Revenue Service (IRS) moving rate per mile. Travel time is calculated at an average of 400 miles/day. Mileage determinations are based on mileage between the authorized points of travel as listed in the Rand-McNally standard distance charts. Reimbursement of toll charges is allowed over and above the mileage allowances.

If two 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 for en-route lodging, meals and incidental expenses (M&IE) will be in accordance with the published Government Services Administration (GSA) rate for each overnight location based on the actual number of days used to complete the trip, not to exceed the number of days computed on the basis of the 400 mile minimum driving distance per day.

Table 1. Term Hire Lodging and M&IE Allowances <sup>1</sup>			
Family Members	En-Route Expenses	30 Days of Settling In <sup>2</sup>	Lodging Allowance
Employee	100%	100%	80%
Spouse/Registered Domestic Partner	75%	75%	N/A
Spouse/Registered Domestic Partner Traveling without Employee	100%	75%	N/A
Family Member 12 Years or Older	75%	75%	N/A
Family Member Younger than 12 Years	50%	50%	N/A

<sup>1</sup>Lodging reimbursement is limited to the employee. Additional family members are reimbursed for M&IE only. 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.

<sup>2</sup>Lodging is reimbursed at the actual not to exceed GSA rate or reduced % of GSA rate after 60 days. M&IE is reimbursed at the GSA rate or applicable % of GSA rate. If longer-term lodging is obtained or household goods are delivered at any point during the settling-in period, the settling-in allowance stops.

### 3.4 Residence Relocation Allowance

The 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, 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
- 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

### 3.5 Settling-In

Up to three 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 settling-in lodging, meals, and incidentals will be in accordance with the published GSA rate for the overnight location.

Temporary lodging during settling-in is limited to 30 consecutive days less pre-departure days and deferred pack and load. 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 such as an intervening short-Term Assignment, a business trip, or other reasons beyond the employee's control and acceptable to LANL.

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.

### 3.6 Rental Car at Assignment Location

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.

### 3.7 Deferred Pack and Load

For the purpose of deferred pack and load of household effects, a relocating employee may request a return trip to their point of origin in lieu of three pre-departure days.

- With Associate Director's approval, an employee may be reimbursed for a deferred trip home to take care of relocation items such as the packing and loading of their goods. The following limitations shall apply.
  - Reimbursement will be based on standard travel reimbursement procedures.
  - The trip shall not exceed three days at point of origin.

- Settling-in will be reduced by the number of days used for deferred pack and load.

### **3.8 Shipment/Temporary Storage of Household Effects**

A maximum limit of 9,000 lbs. of household goods may be transported and stored for 30 days. Household goods may be moved from more than one location as long as the cost of moving separate shipments does not exceed the cost of one shipment from the authorized location.

Costs incurred for loading/shipment/unloading of unusually bulky items will not be authorized. Unusually bulky items for shipment include but are not limited to the following: boats, airplanes, large satellite dishes, farming vehicles, camper trailers, live animals, cordwood, building materials, and perishable articles including frozen foods.

Snowmobiles and vehicles such as 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.

Insurance: Household goods shipped and stored in the US 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. These items may be sent to the new long-Term Assignment location separately from household goods.

### **3.9 Shipment of Autos**

All necessary and customary expenses directly related to the shipment of two privately owned vehicles will be reimbursed for both vehicles with the following limitations.

- Vehicle must be a passenger automobile, motorcycle or similar vehicle that will be used primarily for personal transportation.
- Vehicles must be in operating condition. (Additional cost for the shipment of antique/classic 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.

### **3.10 Shipment of 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. Shipment of household goods may also be included in this allowance, but the combination of mobile home transportation cost and household goods may not exceed the cost of shipment of the maximum pounds of household goods allowance as described in section Shipment/Temporary Storage of Household Effects. 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." Costs for preparing the mobile home for movement and resettling it at the destination location will also be authorized.

### **3.11 Housing Allowance**

LANL recognizes that some Term Employees may choose to maintain their current primary residences at their point of origin and secure semi-permanent housing in New Mexico. LANL offers a housing allowance to those employees who do not plan to buy a home in New Mexico.

For Term Employees who plan to purchase a residence in New Mexico, the Associate Director may choose to offer Regular Relocation benefits instead.

Certification of eligibility for the housing allowance is required from the Term Employee. Documentation, as specified in the Certification is also required. The Certification and required documentation must be submitted and approved prior to the start of housing allowance payments.

The housing allowance is for a maximum of two years, regardless of the length of the assignment. The effective date is based on the effective date of the lease or the hire on date whichever is later. Housing allowance cannot be paid in advance of the hire on date. All individuals reimbursed for travel or relocation expenses, including per diem expenses, must notify the LANL Controller's Office if reimbursement (even if partial) is also provided to any other person for the same expense, either by LANS or by any other entity. For example, an employee receiving a housing allowance must notify the LANL Controller's Office if another occupant of the property is also receiving a housing allowance or other lodging reimbursement, even if allowance or reimbursement to the co-occupant is provided by an entity other than LANS.

The allowance is all-inclusive and is not eligible for gross up tax assistance. The housing allowance will be paid bi-weekly through LANL Payroll and does not begin until a signed lease at the new duty station is presented to the Relocation Coordinator in the LANL Travel Department.

The housing allowance is \$2,000 per month. 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 employee purchases a house in the Los Alamos area, no housing allowance will be paid.
- Term Employees will not be reimbursed for periodic trips home.

Extension of an existing agreement or the acceptance of a new Term Assignment does not begin a new two year period for the purpose of receiving housing allowance.

If a Term Employee accepts a Regular Hire position, the employee is limited to receiving relocation benefits not already used during the Term Assignment, not to exceed the cost of a Regular Hire Relocation Package. 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 Sale of Principal Residence, Duplicate Homeowners, and Purchase of a Principal Residence will be reduced by the amount of housing allowance provided to a Term Employee over the term of his/her initial assignment.

### **3.12 Return to Point of Origin**

After the successful completion of the Term Assignment, the employee will be returned to his/her point of origin if there is no subsequent domestic assignment available. If there is a subsequent assignment, the receiving assignment will generally be responsible for the relocation costs. Documentation describing the reason for departure must be provided to the Relocation Coordinator to determine eligibility for reimbursement.

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; and
- Shipment of autos under the guidelines of the SHIPMENT OF AUTOS Section.

No expenses will be paid upon arrival for the return to point of origin.

Claims for reimbursement of return to point of origin expenses must be submitted within six months of the date the LANL assignment ended.

## **4.0 RESPONSIBILITIES**

### **4.1 Employees**

- Must comply with this document.

### **4.2 Managers**

- Must comply with this document.

## **5.0 TRAINING**

There are no training requirements needed to implement this document.

## **6.0 EXCEPTION OR VARIANCE**

The LANL Director or his designee and the appropriate Partner Company representative may approve or disapprove reimbursement in excess of these relocation procedure allowances.

Exceptions granted to this document that have not been previously authorized by the Contracting Officer will be a LANS non-reimbursable cost.

To obtain an exception or variance to this procedure, contact the CFO Policy Coordinator at [cfo\\_pc@lanl.gov](mailto:cfo_pc@lanl.gov), who will coordinate with the CFO Executive Committee and Human Resources Director.

## **7.0 DEFINITIONS AND ACRONYMS**

### **7.1 Definitions**

See LANL [Definition of Terms](#).

### **7.2 Acronyms**

See LANL [Acronym Master List](#).

**8.0 HISTORY**

Revision History		
1/28/14	TR9008, Rev. 0	Initial Issue. Content previously contained in TR9004 has been reworded for clarity and updated to format and requirements set forth in D1001 Chief Financial Officer (CFO) Process for Local Document Creation, Revision, Publication and Review.
8/28/14	TR9008, Rev. 1	Added requirement in 3.11 for notification to Controller's Office if one is reimbursed for travel, relocation, or per diem expenses and reimbursement is also provided another person for the same expense by any entity.
5/2/16	TR9008, Rev. 2	Added HR to IA/RM/RO and Authority sections.Changed housing allowance maximum to two years and \$2,000/month.

**9.0 REFERENCES**

[Prime Contract](#): Appendix A Section XC, *Travel and Relocation*

[PD810, Financial Management](#)

[P815, Allowable Costs](#)

[CFO Functional Series Document TR9001, Domestic and General Travel](#)

[Domestic GSA Per Diem Rates](#)

[Rand McNally Standard Highway Mileage Guide](#)

**10.0 FORMS**

There are no forms associated with this document.

**11.0 ATTACHMENTS**

There are no attachments associated with this document.

**12.0 CONTACT**

Chief Financial Officer  
 Telephone: (505) 667-4314  
 Location: TA-3, Bldg 261, Room 100  
 E-mail: relocation@lanl.gov  
 Website: <http://int.lanl.gov/finance/travel/index.shtml>