

**Relocation Policy
Texas A&M Research Foundation
Ocean Drilling Program
2001**

A. General Policy Statement:

The purpose of this policy is to establish consistent policies and procedures which motivate prompt and economical relocations. When a perspective employee lives outside of a 50-mile area of College Station, the hiring supervisor can consider offering reimbursement for limited types of relocation expenses as part of the employment offer. Prior to making any offer, they must obtain their Department Manager's approval. This Relocation Policy shall be consistently followed by all personnel. No authorization is granted for any offers that are not in strict compliance with this Policy. The employment offer letter must contain all of the terms, conditions and limits applicable to their specific relocation.

B. Department Manager's Responsibilities:

It is the Department Manager's responsibility to approve or disapprove requests to reimburse a new employee's relocation costs as part of the employment offer. Approved costs will be charged to the new employee's cost center budget. The total of all costs for transportation of the employee, members of their immediate family, their household and personal effects and advance trips, as defined in this Policy, shall not exceed a maximum of \$15,000.00. The Department Manager is only authorized to approve offers within these limits.

The Dean of Geosciences has the authority to increase these limits, within reason, for the ODP Director's position. The ODP Director is the only one authorized to increase, within reason, the limits for hiring a Deputy Director or a Department Manager. Any exception shall be treated consistently and within the customary practices of the University for same or similar positions. However, no authority is granted to approve or authorize the payment of any unallowable costs to the TAMRF/ODP Subcontract fund.

C. Relocation Costs that can be Paid with Subcontract Funds (OMB A-122 cost principles) are:

1. The costs include transportation to the new location for the employee, members of their immediate family and their household and personal effects. The following criteria and definitions apply.

- a) All transportation costs for the employee and members of their immediate family shall be in accordance with the TAMRF/ODP Travel Policy in effect at the time of hire.
- b) Members of their immediate family shall mean any of the following members of the employee's household at the time they accept the employment offer:
 - i) Spouse;
 - ii) Children of the employee and/or the employee's spouse who are unmarried and under the age of 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. The term children shall include any child in which the employee has a legal obligation to care for;
 - iii) Dependent parents. Parent(s) who live with the employee and the employee provides support to without which, the dependent parent would be unable to maintain a reasonable standard of living.

2. Advance trips to find a new residence and/or temporary lodging for employee and immediate family and/or temporary storage for personal property during a transition period. The total number of days cannot exceed a cumulative maximum period of 30 days.

Only the employee and/or spouse's travel related expenses are reimbursable for the advance trips, and spouse's reimbursable travel is limited to one trip.

D. Transportation for the Employee's Household and Personal Effects to the New Location:

The following criteria shall apply in order to claim reimbursement for the transportation costs:

Only household property and personal effects that belong to the employee or their immediate family when the shipping begins can be claimed.

E. Transportation of the Employee, Spouse and Immediate Family to the New Location:

All travel costs shall be in accordance with the TAMRF/ODP Travel Policy in effect at the time of travel. The following are additional travel criteria that specifically relate only to relocation travel and are not specifically addressed in the TAMRF/ODP Travel Policy:

1. All lodging and meal rates will be reimbursed based on the rates established by the Federal Government. The ODP Travel Supervisor can be contacted to obtain the allowed rates for the geographical location applicable to your relocation.
2. If the employee and immediate family member(s) drive more than one personal automobile when the actual move takes place, in lieu of flying, they can claim mileage up to the equivalent economy airfare costs that would have been incurred if a commercial airline would have been used. If the total cost for the vehicles is less than the airfare(s), they can be claimed in accordance with the TAMRF/ODP Travel Policy and other limits set forth in this Policy. Mileage costs, after arrival in the College Station area, are not reimbursable.
3. Meals and lodging, when en route by automobile, will be paid on the basis of a minimum driving distance per calendar day, which is not less than an average of 300 miles. Meals will be at the rate for the geographical location where the meal(s) was provided. Receipts for all lodging must be retained and submitted with the claim. The meal rates published for that geographical area will apply to the employee, spouse and immediate family. Receipts are not required for meals, but are mandatory for lodging.

F. Examples of Some Types of Costs the Employee Cannot Claim Reimbursements for Under this Policy are:

1. Additional insurance against damage or loss of the employee's property or personnel effects or extra value insurance (commonly referred to as a valuation insurance) cannot be claimed. Only the basic insurance provided in the commercial carriers standard rates can be paid. It is strongly recommended that any items that are irreplaceable or of extreme value or sentiment be personally transported by the employee.
2. Items identified as unallowable in the Travel Policy.

3. IRS taxes.
4. Any costs associated with property for resale, disposal, or commercial use rather than for use by the employee or immediate family cannot be claimed, including the cost to transport to the new location.
5. Any type of costs in excess of the maximum dollar amount specified in the employment offer letter.
6. TAMRF/ODP does recognize there are many other types of costs that could be incurred by the employee in moving to a new location. However, since these are direct charges to a Federal subcontract, TAMRF/ODP is unable to reimburse the employee for all moving related expenses. The employee must understand that claims can only be made for costs specifically identified in this Policy as being reimbursable and that claims cannot be processed for any other types of costs.

G. Internal Procedures to Follow Prior to Making an Offer to Pay for Relocation Costs:

1. Department Responsibilities:

The Employee Relocation Information and Approval Form (Attachment A) shall be completed by the hiring supervisor and forwarded to the Department Manager for written approval prior to processing the ODP Quarter Sheet (this form can be obtained from the Payroll office). If the box is not checked on the relocation line on the ODP Quarter Sheet, it will be understood that no offers were made to the new employee for the reimbursement of any type of relocation costs. Therefore, no type of relocation costs (i.e., travel to find housing, etc.) can be reimbursed. If marked, the Employee Relocation Information and Approval Form, along with any other terms and conditions of the verbal offer and verbal acceptance, must be included in the formal written employment offer letter and sent to Human Resources for review prior to sending to the prospective employee.

2. Human Resources Responsibilities:

TAMRF/ODP Human Resource personnel shall review the offer letter to ensure the following terms or issues are clearly addressed in the written employment offer:

The specific relocation terms as approved by the Department Manager in the Employee Relocation Information and Approval Form routed with the ODP Quarter sheet.

The following statements shall be in all offer letters in which some type of relocation reimbursement has been offered:

“By acceptance of this offer, I agree that if I resign for any reasons within my control, within 12 months after my hire date, I shall be fully responsible and liable for paying TAMRF/ODP back for any and all relocation costs reimbursed to me and/or incurred directly by TAMRF/ODP. This payment shall be made no later than **three (3) months** after my termination date. I also agree that I am responsible for any relocation costs incurred, in the event my employment is not approved by Texas A&M University.

“This offer, to be reimbursed for relocation costs, is only valid for twelve (12) months after my hire date. If I do not relocate and submit my claim for reimbursement within twelve (12) months from my hire date, I will forfeit the amount approved for relocations expenses and that offer shall be null and void.”

“The employee assumes any and all risks associated with the relocation and indemnifies the TAMRF/ODP from any liability whatsoever associated with relocation.”

Include as an attachment to the employment offer letter, a copy of the Employee Relocation Policy (Attachment B) and the current TAMRF/ODP Travel Policy.

After the employee's acceptance of the offer, Human Resources shall forward the signed Employee Relocation Information and Approval Form to the Supervisor of Accounts Payable/Receivables, Travel/Conferences and the Senior Procurement Specialist.

3. Employees's Responsibilities:

The employee is responsible for complying with the requirements and restrictions in this Policy. If they have any questions, they can

contact the position that is indicated in this Policy. If they are not sure who can answer their question they can contact the Supervisor of Human Resources/Insurance Services, who will then determine whom within ODP is knowledgeable in that particular subject and have that person contact the new employee. The employee shall be responsible for paying any unallowable costs and/or any costs in excess of the limits set forth in their offer letter.

H. Options Available for Locating and Hiring a Commercial Carrier or Truck Rental:

1. New Employee (named as “shipper”) Personally Handles the Move Either by Truck Rental or Commercial Movers:

a) Selecting a Carrier:

Under this option, the employee is responsible for all arrangements and associated payments. The claim for reimbursement is made after the costs have been paid by the employee.

The major factors the employee needs to consider when selecting a commercial carrier is their cost effectiveness and reliability. Mileage rates are regulated, so only the material and labor costs can vary among carriers. The carriers will only provide an estimated cost. The employee should inquire about any discounts the carrier offers. Sometimes ODP employees may be eligible for corporate or educational discounts. The criteria for eligibility can vary among carriers. The new employee can contact the Senior Procurement Specialist for guidance or information that needs to be provided to the carrier to determine discount eligibility.

b) Processing a claim for reimbursement:

The employee is responsible for retaining all invoices, receipts or other proof of payment documentation. **THIS IS VERY IMPORTANT.** Without this written documentation, claims cannot be processed for reimbursement.

The new employee can request reimbursement for the

expenses by submitting a request for reimbursement to the Accounts Payable/Receivable Supervisor. The proper forms for making claims can be obtained from the Accounts Payable/Receivable Supervisor. This request for reimbursement can be submitted anytime after the services have been provided and the employee has paid for the services, but must be submitted within twelve (12) months after completion of the move.

The claims for moving expenses will be reviewed by the Accounts Payable/Receivable Supervisor for compliance with the terms of this Policy. Reimbursement for expenses incurred prior to the written date of acceptance by the employee may be considered for reimbursement if the department manager provides reasonable explanation for the discrepancy (i.e. verbal offer). If Accounts Payable/Receivable Supervisor is unsure if expense(s) may be considered for reimbursement due to date, items in question shall be discussed with the Manager of Fiscal Affairs, who will make a determination regarding allowability. The employee will be notified if any costs are unallowable under the Policy and cannot be reimbursed. The employee is then required to write a check to the Texas A&M Research Foundation for those costs.

The claims for travel costs allowed under this relocation policy will be reviewed by the Travel Branch for compliance with the terms of this Policy. The Travel Expense Account Claim Form can be obtained from the ODP Travel Office. The employee will be notified if any costs are unallowable under the Policy and cannot be reimbursed. The employee is then required to write a check to the Texas A&M Research Foundation for those costs.

2. New Employee (shipper) Requests Assistance from the Procurement Department and a Purchase Order is Issued:

Under this option, TAMRF/ODP selects the carrier and issues a Purchase Order. TAMRF/ODP will be responsible for paying the carrier directly for all allowable costs. However, under this option the employee will be required to pay the carrier directly for any

unallowable costs prior to the move. The transaction for unallowable costs are a separate transaction between the new employee (shipper) and the moving company. When this applies, the commercial movers usually require a COD check be given to the driver at the time of pick-up.

If the employee chooses this option, they should contact the Senior Procurement Specialist with the specifics related to their move.

The Senior Procurement Specialist will review the invoice when received from the carrier for compliance with the terms of the Purchase Order and this Policy. If additional unallowable charges

or charges that were identified to be paid by the employee (shipper) appear on the invoice, the employee will be notified and responsible for writing a check to the Texas A&M Research Foundation for those costs.

I. IRS Reporting:

TAMRF/ODP is required by law to report moving expenses paid to or for the employee as taxable income. It will be the employee's responsibility to complete and file any required IRS forms. The TAMRF/ODP Fiscal Department can assist you with an itemized list of the costs or allowances that have been paid on the employee's behalf.

J. Contacts:

The following personnel can be contacted for questions:

Supervisor of Human Resources:	(979) 845-9288
Supervisor of Accounts Payable/Receivable:	(979) 845-8746
Supervisor of Travel/Conferences:	(979) 845-0924
Senior Procurement Specialist:	(979) 845-9292