



Procedure Purpose

To define the process for reimbursing new employees for interview-related travel and relocation expenses.

I. Definitions

- a. Interview-related travel expenses:
 - i. Reasonable and actual expenses incurred by a candidate who lives more than 150 miles from Salt Lake City.
 - ii. Reasonable and customary expenses for interview-related travel is limited to the following:
 - Airfare or mileage (including rental car) for the applicant.
 - Two days lodging and meal expenses for the candidate.
- b. Relocation expenses:
 - i. Reasonable and actual expenses incurred by a newly selected employee who moves more than 50 miles to relocate in the Salt Lake City area.
 - ii. Reasonable and customary expenses for relocation are limited to the following:
 - Securing Residence: Airfare or mileage (including rental car) and three days lodging and meal expenses for the employee and one family member to secure a residence in the Salt Lake City area.
 - Actual Relocation: Airfare or mileage (including rental car) and three days lodging and meal expenses for employee and their immediate family for actual relocation to Salt Lake City.
 - Packing, appliance service, transit insurance, loading, shipment, and unloading of normal household goods.
 - Up to 90 days of storage of household goods if necessary.

II. Receipts

- a. Receipts are required for all expenditures before reimbursements will be issued.

III. Expense Limit

- a. A maximum reimbursement limit will be determined by the department director. In no case shall such expenses exceed \$15,000.

IV. Process – Interview-Related Travel Expense Reimbursement

- a. The candidate's department director must review requests for interview-related travel expense reimbursements.
- b. Once approved, the department director must email the Recruitment Manager to indicate the total amount of money the department intends to approve towards reimbursement for any travel related to interviewing or selection processes.
- c. The candidate must submit an itemized request with receipts for all expenses to the Recruiting Manager who reviews the request for appropriateness and compliance with this procedure as outlined above. The final reimbursement request must be approved by the department director.
- d. The Recruiting Manager must forward the approved and itemized receipts to Finance for payment from the department's budget.



V. Process – Relocation Expense Reimbursement

- a. The department director (or Chief of Staff if the new employee is a department director) must review requests for relocation expense reimbursements.
- b. Once approved, the department director (or Chief of Staff) must email the Recruitment Manager to indicate the total amount of money the department intends to approve towards relocation expense reimbursements for the prospective employee.
- c. The prospective employee must receive, in writing, approval for reasonable and customary relocation expenses. This may be included in the new employee's written offer of employment or via email from the department director or designee.
- d. Prior to relocation, the new employee must obtain and submit, to the Recruiting Manager, three written, itemized estimates for any relocation expense item or service exceeding \$1,000.
- e. The new employee can move forward with the lowest written bid, unless there are documented and compelling reasons for selecting another bid. The Recruiting Manager must approve any exceptions.
- f. The new employee must submit an itemized request with receipts for all expenses to the Recruiting Manager who will review the request for appropriateness and compliance with this procedure as outlined above. The final repayment request must be approved by the department director (or Chief of Staff if the new employee is a department director).
- g. If the request is approved, the Recruiting Manager will prepare a repayment agreement for the new/prospective employee's signature. The employee may have to repay relocation costs if they voluntarily leave Salt Lake City employment within two years from hire date or if they are terminated "for cause". The amount they must repay will be prorated based on how long they were employed, up to the two-year period.
- h. The Recruiting Manager will forward the approved and itemized receipts for payment from the department's budget.