

**SUMMARY OF DOMESTIC RELOCATION
ASSISTANCE FOR APPROVED
FULL TIME EMPLOYEES
(Effective 1/1/2014)**

The following is a brief summary of Oak Ridge National Laboratory's relocation assistance; your actual relocation package will explain these benefits in detail:

- Employees who separate from ORNL prior to one year from their report to work date, or candidates who do not report to work, will have a payback requirement of relocation assistance expenses used.
- A transfer-relocation allowance of \$5,000 to help defray miscellaneous expenses resulting from your move. Receipts are not needed. This benefit is taxed and is processed after you report to work.
- One house-hunting trip for you and your spouse if you are married, lasting not more than five days. Reimbursement includes transportation, lodging, rental car and a daily miscellaneous meals and incidental expenses allowance. This benefit is taxed.
- Travel for employee and family to your new work location. Reimbursement includes transportation costs, lodging expense reimbursement of \$83 per day (increased amounts may be authorized based on the number of family members traveling), and a daily miscellaneous meals and incidental expenses allowance. Reimbursement for the use of a personal vehicle instead of commercial transportation is at the current GSA mileage rate (for 2014, 56 cents per mile). Most of this benefit is taxed.
- Interim Lodging for up to 60 days. You will be reimbursed for reasonable lodging expenses, commencing upon your arrival not to exceed the GSA locality rate of \$88 per day for Oak Ridge. This assistance is for temporary living arrangements and is not provided to pay for your first two months apartment rental or home mortgage. Lodging arrangements are typically arranged by the Relocation Specialist. This benefit is taxed.
- One shipment of household furniture and effects, not to exceed 18,000 pounds including movement of up to two privately owned automobiles. This benefit is not taxed. Storage of household goods for up to 60 days. The first 30 days of this benefit is not taxed. Value of vehicles must exceed shipping costs. If vehicles are driven you are reimbursed per mile according to GSA rates, of which a portion is taxed.
- Termination of a rental lease. If your primary residence is a rental property you can be reimbursed for early termination fees and penalties. This assistance cannot be combined with the home buying/selling benefit. This benefit is taxed.
- If were a home owner prior to your offer letter, you may be reimbursed up to 14 percent of the sales price of your property for designated, reimbursable closing costs associated with the sale of your home. Residences must be within the US, and considered your primary residence. This benefit is taxed. You may also be eligible for one trip back to your former residence to close on the sale of your home.
- Continuing Ownership costs. If were a home owner prior to your offer letter and experience housing/rental expenses in the ORNL area you may be reimbursed for designated costs associated with maintaining the old residence. This benefit is combined with the home selling benefit and total reimbursements must not exceed 14 percent of the sales price of the old home. This benefit is taxed.
- If you were a home owner prior to your offer letter, you may be reimbursed up to 5 percent of the purchase price of your new home in the ORNL area for designated, reimbursable closing costs. Prior residences must have been within the US, and considered your primary residence. This benefit is taxed.