

**SUMMARY OF POST DOC
RELOCATION ASSISTANCE
FOR APPROVED 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 and experience relocation expenses, will have a payback requirement of relocation assistance expenses used.
- A relocation allowance of \$5,000 to help defray miscellaneous expenses associated with your move and new accommodations. Such expenses might include but are not limited to first and last month rent and fees, shipping personal items, vehicle registration, utility connections and deposits, service contracts, pet fees, replacing perishable items and cleaning fees. This is a one-time lump sum allowance and will be processed on your report-to-work date and requires no submission of receipts. This benefit is taxed.
- Company-arranged 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 (56 cents per mile). Most of this benefit 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 benefit is taxed.

Revised 1/22/2014