

Interview Travel and New Hire Relocation

Document: WDRS Personnel Policies/Travel: Interview Travel and Relocation	Number: ER-049	Issue date: 3/9/2011	Revision #: 003	Revision date: 01/19/2016
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This Policy is not a contract and is not intended to create any obligations on the Laboratory. This Policy may be terminated or changed by the Laboratory at any time, with or without notice.

Interview travel, New Hire and Relocation travel must be pre-approved by WDRS prior to committing funds. In addition to the D/S approving the Travel Authorization, request must also be reviewed and approved by designated staff in WDRS. Airline tickets and other travel arrangements will require the approval of WDRS.Â Â

Moving and relocation expenses.

Moving expenses include the shipment of personal effects and household goods. This includes the cost of packing, crating, insuring, transporting, and storing of household goods in whole or in part (including attendant moves to and from storage). Payment of storage charges is limited to a period of 60 days. Arrangements for shipment of personal effects and household goods are made by the Transportation Services Department. The employee should contact Transportation Services in advance to determine what specific rules apply to the shipment.

The Laboratory will reimburse an employee for up to 5-days of travel related to house hunting. Only the employee and/or the employee's spouse may travel on a house hunting trip at Government expense. The time spent on a house hunting trip will be deducted from the initial 30 days of per diem and lodging expenses.

Relocation expenses may become taxable as income at the time of payment. Employees are obligated to repay relocation expenses if they leave the laboratory voluntarily within the first 12 months of employment.

Mileage allowance and per diem allowance amounts are the same as stated in the [Business Travel policy](#). The per diem rate for the employee's spouse and for each dependent child 12 years of age and older is three-fourths of the employee's daily per diem. For each dependent child under 12 years of age, the per diem rate is one-half that of the employee. Travel expenses are allowed as provided in the terms of the employment agreement if the employee's point of origin is more than 50 miles away from the Laboratory

Personal automobiles may be used, and reimbursement follows the standard mileage allowance.

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Allowable mileage is not to exceed 110 percent of the most direct route. Actual expenses for parking, toll roads and bridges, ferries, etc., while en route are also reimbursed. An average of at least 350 miles per day is required on trips of more than one day in order to receive the full lodging and per diem expenses (except when uncontrollable circumstances make it impossible to maintain this average). Reimbursement for lodging expenses en route is the same as stated in the [Business Travel policy](#).

Rail and air accommodation policies are the same as those stated in the [Business Travel policy](#). The use of private aircraft is not authorized.

Accommodations for foreign travel are limited to tourist class. Steamship accommodations are limited to cabin class unless such accommodations are not available.

The Laboratory prepays airline and rental transportation for [interview](#) and relocation travel. The Employment Office also arranges lodging. An employee's per diem and lodging expenses (for the employee and each family member) are allowable for up to 30 days or until suitable housing is obtained, whichever is sooner. Suitable housing is defined as a unit with cooking facilities. . Note: If cost for 31 day stay is lower than cost for 30 day stay due to tax or other savings, the Laboratory will allow for a 31 day stay.

Additions or exceptions to the relocation provisions in this policy may be made with the approval of the Laboratory Director in accordance with FAR 31.205-35.