



# OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: <b>Payment of Relocation and Recruitment Expense</b>	AUTHORIZED BY:
POLICY: <b>B-4</b>	PAGE: <b>1 of 2</b>
ISSUED: <b>August 1, 1984</b>	REVISED: <b>August 1, 1994</b>

## I. General Statement

In the course of recruitment and relocation of employees the question of payment of certain expenses may be raised. This is particularly true in higher level and competitive employment areas where such expenses may be a factor in employment negotiations. This policy is established to define the expenses which the Office of Administration may pay and the circumstances under which payment may be offered to a prospective employee or to an existing employee.

## II. Guidelines

### A. General Guidelines

- 1) A person who is recruited in a professional, supervisory, or management capacity or any existing employee required to relocate by the Office of Administration is eligible for reimbursement under this policy.
- 2) All offers to reimburse recruitment and relocation expenses must be approved in writing by the Division Director and the Commissioner of Administration prior to the offer being made to an employee or perspective employee. Requests will be evaluated on an individual case basis for appropriateness, consistency with past decisions, and the availability of funds.
- 3) Divisions are responsible for the approval of recruitment and relocation expenses that serves the requirement of the state most economical and advantageously in accordance with the State of Missouri Travel Regulations. This includes the method of Travel (airfare, mileage, etc.), meal costs, lodging costs, etc.
- 4) All payments for recruitment and relocation expenses will be on a reimbursement basis unless a written request to direct bill charges is approved by the Commissioner of Administration. The employee or prospective employee must submit appropriate verification when requesting reimbursement which includes original invoices, proof of payment, prior approval letter, and any other documentation required by the Missouri Travel Regulations. All costs must be itemized on the payment request. Existing employees must request reimbursement on a Monthly Expense Report. Prospective employees may request reimbursement using a Monthly Expense Report or by letter.

## III. Reimbursement Guidelines

### A. Recruitment Expenses Eligible for Reimbursement



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- 1) A Person who is asked to interview and meets the general guidelines under this policy may be reimbursed the following allowable recruitment expenses:

Allowable relocation expenses shall consist of the following items:

- a) The cost of moving household goods and personal belongings.
- b) Lodging expenses at no more than the single room rate. Lodging invoices should clearly indicate that the single room rate was charged.
- c) Meal charges incurred during recruitment travel. Receipts are not required for meal charges. However, individuals are expected to exercise the same care in incurring expenses as if traveling on personal business.

## B. Relocation Expenses Eligible for Reimbursement

- 1) A person meeting the above general guidelines may be reimbursed the cost, up to 10 percent of the employee's annual salary, of relocating at the time of employment, plus temporary lodging for up to thirty calendar days. Temporary lodging is defined as hotel expenses (meals are not included) or temporary apartment rental with utilities.

Allowable relocation expenses shall consist of the following items:

- a) The cost of moving household goods and personal belongings.
- b) The cost of storing household goods and personal belongings for up to one month when it is necessary that they be stored until the move is completed.
- c) The transportation cost (meals are not included) of one round trip by the employee and family to locate a new residence and one one-way trip by the employee and family to make the actual move.

## C. Relocation and/or Recruitment Expenses Not Eligible for Reimbursement

- 1) Recruitment and relocation expenses not listed above (real estate fees, payment of fees to employment agencies, first class airfare, etc.) may not be offered to prospective or existing employees.