

Summary of Revisions to Relocation, 2.30 Policy

Effective December 18, 2023

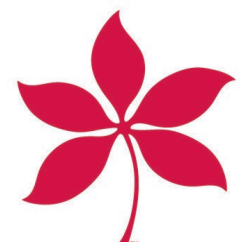
Relocation (See full revised policy [here](#))

Summary of Changes

- Removes outdated Relocation Allowance Initiation Request form throughout.
- Clarifies that the cost of meals will only be reimbursed when they are associated with house hunting and the final trip to the destination location. (Policy Details, III.C.7, p.2)
- Clarifies that travel and lodging costs are for the family's final moving trip. (Policy Details, III.C.8, p.2)
- Clarifies that charges associated with transporting/moving household pets, not only household pet shipping charges, are eligible relocation expenses. (Policy Details, III.C.9. p.2)
- Clarifies that house hunting expenses include one round trip only, that occurs prior to the final moving trip, and may not exceed five days and four nights. (Policy Details, III.C.10, p.2)
- Clarifies, consistent with the [Relocation Allowance Reimbursement Standards](#), that Temporary Housing assistance is not part of the relocation allowance. (Policy Details, C.11.a, p.2)
- Clarifies Procedure Negotiation section to align with current processes, including deleting references to outdated form. A new Job Aid is provided. (Procedure, I.A., p.4)
- Updates Procedure language regarding offer letters to align with current processes and policy language. (Procedure, I.B., p.4)
- Throughout, updates specific titles of those within Talent Acquisition who have responsibilities pursuant to the policy.
- Updates Responsibilities Table and Resources. (pp.5-7)



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