

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 108

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RELOCATION EXPENSES

Reviewed and
Reissued 6/03

ALA will provide a reasonable reimbursement for persons required to relocate in order to accept employment or change employment at ALA.

New Employees

ALA will reimburse reasonable cost and/or negotiated cost of relocation of new employees whose expected duration of employment at ALA is in excess of nine months and who are moving from an area outside reasonable commuting distance from the ALA location at which they will be employed. For service duration of less than nine months, determinations regarding whether to reimburse the costs of relocation and at what level to do so will be made by the Human Resources Director, and appropriate Department Head. Human Resources will pay a maximum allowance of \$2,500 for relocation expenses. If additional funds are needed, it is the responsibility of the hiring unit.

Present Employees of the American Library Association

Present employees relocated upon Association request will receive reimbursement for reasonable relocation costs as set forth below.

Reimbursable Relocation Expenses for current ALA Employees

The following moving expenses incurred by an employee who is relocated at Association request will be reimbursed:

- 1 . One-way coach air fare from the employee's previous home city for the employee, the employee's spouse and child(ren.)
2. For employees traveling by car, the expense allowance will be the "present allowable rate" per mile for the most direct route and the rental of a small trailer.

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3. The expense of moving reasonable household goods and personal effects. All pets are included in this category. The employee must provide the Human Resources Director with cost estimates from three moving companies for review and approval before finalizing agreement with moving company.
4. Cost of utilities service and other bona fide related costs.
5. Transportation allowance for one advance trip, not to exceed three days, for the employee and/or spouse for purpose of locating new housing. Housing expenses include per diem, living expenses during the trip, association per diems, and transportation for employee and/or spouse.
6. The Association will advise a dollar amount up to \$2,000 for temporary living expenses for employee and dependents.

Expenses Not Reimbursed by ALA:

1. The cost of transporting an employee's car to the new location if the employee elects to travel by air.
2. The cost of moving large recreational equipment (e.g. campers, trailers, and boats, etc.).
3. Brokerage costs, real estate agency fees or other costs of selling the employee's home.
4. Penalties for early termination of dwelling rental lease.
5. The Association does not handle home purchases.

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Procedure (for both new and transferred employees)

1. The Human Resources Department will discuss the policy with the employee in advance of the move to ensure that the employee has an understanding of the policy.
2. The employee must present a written request for reimbursement along with an itemized expense statement and original receipts.
3. The request for reimbursement must be approved by the appropriate Department Head and Human Resources Director.
4. Requests for advances to cover relocation expenses require the approval of the appropriate Department Head and Human Resources Director.

Taxable Income

Certain relocation expenses are taxable income, i.e. house hunting, temporary housing and movement of your household goods, etc. and will be included in the employee's W-2.