**Guidelines for UW International Relocation Benefits**

**July 2013**

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| **International Relocation Benefit** | **Recommended Method for Administering the Benefit** | **Taxable Benefit?** |
| **Pre-Travel Preparation** |  |  |
| 1. Work permit | Department applies for permit and pays fees | NO |
| 2. Visa for Employee | Department applies for visa and pays fees | NO |
| 3. Visa for Employee’s family | Reimbursed with a receipt | **YES** |
| 4. Pre-travel health consultation for employee | Reimbursed with a receipt | NO |
| 5. Required immunizations for employee  | Reimbursed with a receipt | NO |
| 6. Pre-travel health consultation for employee’s family | Reimbursed with a receipt | **YES** |
| 7. Required immunizations for employee’s family | Reimbursed with a receipt | **YES** |
| 8. Tax advice with an external consultant selected by employee, up to $500 | Reimbursed with a receipt | **YES** |
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| **Managing Household Property** |  |  |
| 9. Storage at home of record, up to $120 a month, for the duration of the foreign assignment | Pay through UW Payroll as an “APF” earn type | **YES** |
| 10. Assistance with moving expenses up to the following amounts to a post abroad: Employee $5,000 Employee + 1 $6,500 Employee + 2 $8,000 Employee + 3 $9,500There are three options: |  |  |
| 1. Shipping costs are prepaid through the UW contract up to the stated amount above
 | Department works with UW Purchasing to open a PO | NO |
| 1. Reimbursement with receipts up to the stated amount above
 | Reimbursed with a receipt | NO |
| 1. Lump sum payment up to the stated amount above
 | Paid by UW check to employee in advance | **YES** |
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| **Arrival at Post** |  |  |
| 11. Economy-class airfare for employee from employee’s home of record to UW foreign post of employment | Department purchases the ticket | NO |
| 12. Economy-class airfare for employee’s family from employee’s home of record to UW foreign post of employment | Department purchases the ticket | NO |
| 13. Temporary lodging up to US Government rate for the foreign location—up to 30 calendar days upon arrival onsite | Reimbursed with receipts | **YES**(1st night is not taxable) |
| 14. Per diem up to US Government rate for the foreign location—up to 30 calendar days | Reimbursed with receipts | **YES** |
| 15. Up to 40 hours paid leave to obtain housing, evaluate schools and settle in | (No cost) |  |
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| **Housing & Utilities Supplement** |  |  |
| 16. Housing supplement pegged to a price range for rent, as determined by an independent third-party selected by the UW | Pay through UW Payroll as an “APF” earn type | **YES** |
| 17. Utilities supplement-average costs for utilities for employee’s family as reported by an independent third-party selected by the UW | Pay through UW Payroll as an “APF” earn type | **YES** |
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| **Host Country Health Insurance** |  |  |
| 18. In addition to the health benefits provided by the UW, the cost of premiums for host country health insurance, if available | Dept. should consult with UW HR & Benefits Offices about how to buy host country health insurance | NO |
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| **K-12 Education** |  |  |
| 19. Actual costs for tuition, books required fees and uniforms up to $15,000 per child per year, not to exceed US Department of State standards for the location. Maximum family benefit is $30,000 annually. | Employee’s department should make the payments directly to the school through a wire transfer | **YES** |
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| **Home Leave (Annually after 12 months)** |  |  |
| 20. Home leave for employee--After first 12 months at post, economy roundtrip for employee to home of record, or equivalent costs to another destination. | Department purchases the ticket | **YES** |
| 21. Home leave for family--After first 12 months at post, economy roundtrip for employee’s family to home of record, or equivalent costs to another destination. | Department purchases the ticket | **YES** |
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| **Emergencies** |  |  |
| 22. Up to $5,000 per household per year to cover costs of roundtrip economy airfare to employee’s home of record (or equivalent) to attend to acute health crisis or death in employee’s immediate family (immediate family as defined by the UW) | Department purchases the ticket | **YES** |
| 23. Evacuation assistance for the employee and family to the nearest suitable destination for safety or medical treatment. | Paid benefit by the UW |  |
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| **Repatriation** |  |  |
| 24. Economy class airfare for employee to employee’s home of record at the end of the posting | Department purchases the ticket | NO |
| 25. Economy class airfare for employee’s family to employee’s home of record at the end of the posting | Department purchases the ticket | NO |
| 26. Assistance with moving expenses up to the following amounts to the employee’s home of record: Employee $5,000 Employee + 1 $6,500 Employee + 2 $8,000 Employee + 3 $9,500There are three options: |  |  |
| 1. Shipping costs are prepaid through the UW contract up to the stated amount
 | Department works with UW Purchasing to open a PO | NO |
| 1. Reimbursement with receipts up to the stated amount
 | Reimbursed with a receipt | NO |
| 1. Lump sum payment up to the stated amount
 | Paid by UW check to employee | **YES** |