

Policy Number: A0122	RE: Relocation Costs
Date Issued: January 28, 2026	Effective Date: November 27, 2025

Relocation Costs

Background

The purpose of this Internal Relocation Policy is to establish consistent guidelines for reimbursing relocation costs incurred by Workforce Solutions Greater Dallas employees or new hires who are required to relocate for business needs. This policy complies with TWC's Financial Manual for Grants (as updated) and 2 CFR§ 200.464 – Relocation Costs of Employees, as applicable to federally funded programs. This policy sets internal limitations and required procedures.

Policy

Relocation costs are allowable under Uniform Guidance at §200.464 which establishes employee relocation costs for non-federal entities receiving federal awards. As defined, relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or stated period of not less than 12 months) of an existing employee or upon recruitment of a new employee. Relocation costs are allowable subject to key provisions.

I. **Scope and Eligibility:**

- Current employees are required to permanently relocate to a new duty location for at least 12 months.
- New hires must relocate as a condition of employment. Eligibility is based on business necessity and must be approved before any cost is incurred.

II. **Policy Statement**

- Relocation costs for both new and existing employees are allowable if the move is for the benefit of the organization, consistently follows a written policy, and the reimbursement is reasonable. WFSDallas will reimburse actual, reasonable, and necessary relocation costs in accordance with federal cost principles and organizational guidelines.
- Total reimbursable costs shall not exceed \$15,000 unless the President or Board of Directors grants written authorization for a different amount.
- All temporary lodging, home-finding travel, or similar transition costs are limited to 30 calendar days or less.
- All submitted relocation expenses require itemized receipts, and when applicable, alternative quotes for services or lodging.
- All federally funded relocations must comply with 2 CFR §200.464.

III. **Allowable costs for existing employees include:**

- Travel and Transportation for the employee, their family, and personal effects.
- Insurance for goods in transit.
- Lodging expenses and Home-finding trip for employee and spouse (limited to 30 calendar days).
- Lease cancellation fees and utility disconnection charges.
- Vehicle shipping when justified by relocation distance.
- All reimbursements must fall within the "not to exceed \$15,000" limit unless pre-approved otherwise.

IV. **Unallowable costs include:**

- Closing cost or fees related to the purchase of a new home.
- Loss on the sale of a former home.
- Continuing mortgage principal and interest payments on an unsold home.
- Taxes associated with relocation reimbursement.
- Costs for employee convenience.
- Luxury or premium services.
- Any expense without itemized receipt documentation.

V. **Pre-approval Requirements**

- A relocation request form with estimate costs and alternative quotes must be submitted.
- HR and VP must grant provisional approval.
- If anticipated costs exceed \$15,000, written approval from the President is required.
- Any cost incurred without pre-approval will not be reimbursed.

VI. **Reimbursement Process**

- Required documentation includes completed relocation expense report.
- Itemized receipts

- Alternative quotes (when applicable)
- Proof of travel and lodging dates
- Mileage calculations (if applicable)

Applicable HR and Finance staff will confirm compliance with 2 CFR § 200.464 and this policy with only actual costs incurred and will be reimbursed. The total reimbursement cannot exceed the pre-approved amount. All costs must be reasonable, allocable, and allowable. If procurement is awarded to other than the lowest bid, documentation must be provided. Relocation funds are considered taxable income.

VII. Repayment Requirements

If required under federal regulations 2 CFR § 200.464, employees may be required to repay certain relocation costs if they resign within 12 months of relocation, depending on award or funding requirements.

VIII. Exceptions

Exceptions to this policy may be granted only when a documented business justification exists, and the President, and/or Board of Directors approve the exception in writing.

No other authority may grant exceptions.

Action Required

This policy should be distributed to all affected staff, and other interested parties.

Contact

Inquiries regarding this policy should be directed to Connie Rash, Senior Vice President, Resource Development and Deployment at 214.290.1008.

Approved for Content:	
<i>Connie Rash</i>	
Signature	Date
<i>Ashlee Kerner</i>	
President's Signature	Date





RelocationPolicyFinal

Final Audit Report

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