

POLICY NUMBER:

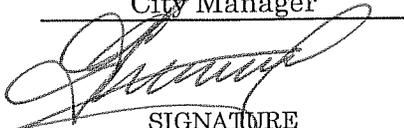
APM- 3 - 83

DATE:

December 14, 2001

ISSUED BY:

Carlos A. Gimenez
City Manager


SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

REVISED
SECTION

DATE OF
REVISION

Established
Revised

11/07/83
12/12/01

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SUBJECT:

RELOCATION EXPENSES

PURPOSE: To provide official guidelines with regard to the payment of moving expenses for certain employees hired by the City.

Effective this date, this administrative policy will supersede all previous directives relating to the payment of moving expenses.

The Policy will be as follows:

I. Authorization for Payment

A. The payment of relocation expenses as provided for in this policy shall only be made with the written approval of the City Manager. Approved payments will be charged to the hiring department.

II. Eligibility Conditions

A. Payment of relocation expenses shall be limited to new employees hired as Assistant City Managers, Department Directors, City Manager's executive staff, or Assistant Department Directors.

B. The employee must have resided at a location that is more than 100 miles from the City of Miami.

C. In the event that a recipient of relocation expenses voluntarily terminates his/her employment or is separated from the City's service for misfeasance, non-feasance or malfeasance within one year of employment, all relocation expenses shall be repaid to the City.

III. Covered Expenses

- A. For final relocation, if traveling by common carrier the actual fare cost of the employee and those family members who will be regularly domiciled with the employee shall be paid, provided that travel shall be by direct route and shall not exceed the cost of tourist or coach rates. If travel is by private auto, the employee shall be reimbursed pursuant to the mileage rate published in the Federal Register, applied to the most direct route, and for receipted tolls.
- B. Eligible employees shall be reimbursed for receipted expenses covering meal and lodging costs of the employee and family members while they are in transit by the most direct route for final relocation to the City of Miami.
- C. Eligible employees shall be reimbursed for the actual receipted cost of packaging, shipping, and unpacking of personal household goods from the city of origin to the new residence.
- D. Eligible employees shall be reimbursed for travel expenses associated with house hunting trips (maximum 3 trips).
- E. Eligible employees shall be reimbursed for commuting expenses for a maximum period of three months prior to final relocation (2 trips per month).
- F. All other expenses incurred by the employee shall be borne solely by the employee.