



3880 Park wood Blvd, Suite 204, Frisco, TX 75034 • Phone (972) 671-3434 • Phone/Fax (800) 673-6155 • www.worldlink-us.com

WorldLink, Inc. Relocation Policy

The purpose of this policy is to provide a standard procedure for the relocation of newly hired and transferring staff to locations elsewhere in the United States. Under the general provisions of this policy, a written relocation and repayment agreement for relocations will be entered into with the new hire or employee. The provisions of this policy will apply only to assignments and relocations that are planned to exceed 12 months.

WorldLink, Inc. will audit expenses against relocation agreements and employees must submit receipts with all expenses sent for reimbursement.

Any provision that exceeds the standard relocation policy (outlined below) will not be covered.

All relocation expenses must be incurred within 60 days of the date of the written relocation agreement is signed. Expenses incurred after this period will not be reimbursed. All approved relocation expenses will be reimbursed to the employee. The employee must obtain receipts for ALL incurred expenses and submit receipts along with company reimbursement request forms within 60 days of move.

Approved Expenses – Standard Agreement

A. Lodging

WorldLink, Inc. will reimburse costs for living expenses to include temporary lodging for eligible employees and dependents for a period 14 days after moving to the site of arrival. Lodging expenses must be at the site of the arrival.

B. Transportation – Employee/Dependents

Costs for relocation travel of the employee and dependents to the transferred facility will be reimbursed. Travel noted above will be by means of the most effective common transport carrier using coach fare; Airfare charges for employee and family members will be reimbursed by Worldlink.

However, in many cases, personal vehicles may be the preferred means of travel. If a personal vehicle is used, reimbursement will be paid at a rate of \$.565 per mile and Google maps are to be provided as proof of the miles travelled. WorldLink, Inc. will provide reimbursement for one vehicle to be driven from the point of departure to the point of arrival.

C. Rental Car/Taxi Charges:



3880 Park wood Blvd, Suite 204, Frisco, TX 75034 • Phone (972) 671-3434 • Phone/Fax (800) 673-6155 • www.worldlink-us.com

Rental car charges are reimbursable up to 14 days after the move has been completed. This time can be used for any commute required for looking for a permanent accommodation and/or commuting to/from work.

Taxi Charges are not reimbursable after the move has taken place. Taxi charges are reimbursable only for the actual days of travel. For Example: To and from the airport on the day of moving etc.

D. Meals

Meals on days of the actual moving process will be reimbursed up to \$80 per day with receipts. No meals can be reimbursed after arrival at the destination.

E. Household Goods

WorldLink, Inc. will reimburse the actual costs for the packing, movement, and insuring of household goods and personal effects from point of departure to point of arrival, not to exceed reimbursement amount in the relocation agreement. Any property of special value, i.e., art objects, paintings, jewelry, precious metals, and antiques should be separately insured or transported by the employee and will not be a reimbursable expense.

The transportation of boats, recreational vehicles, firearms, special machinery, outdoor playground equipment, hot tubs, and other specialty items of a similar nature will not be paid by WorldLink, Inc.

The transportation and boarding of small domestic pets, dogs, cats, etc. is permitted and is a reimbursable costs associated with movement and boarding of such pets for a period not to exceed 14 days.

F. Shipping/Storage Charges

Worldlink will reimburse any shipping charges for sending across personal belongings to the new location. Insurance on the shipping is also reimbursable.

Storage units can be rented for storing belongings until a permanent accommodation is arranged for. This expense will be reimbursable by Worldlink up to 14 days after the move has taken place.

G. Miscellaneous Household Fees

WorldLink, Inc. will not reimburse the cost of any groceries, household necessities, any personal entertainment (site seeing at the new location) and any other personal expenses.

Repayment Provision

Revised: March 2013



3880 Park wood Blvd, Suite 204, Frisco, TX 75034 • Phone (972) 671-3434 • Phone/Fax (800) 673-6155 • www.worldlink-us.com

In the event the employment is terminated, either within employee's control or not, within 18 months of the date assigned to the transferred facility, the employee agrees to and will be required to repay any amount that was reimbursed to the employee.

This relocation policy, procedures, and practices described herein may be modified or discontinued from time to time, with or without reason, and with or without advance notice.