

	<p align="center">Relocation Expenses</p> <p align="right"><i>Adopted on: 2/1988</i></p>
<p align="center">Last Revision Date: 12/04/2024</p>	<p align="center">Policy No. 4.307</p>
<p align="center">Last Enabling Resolution: 253-2024/924-2024</p>	<p align="center">Developer/Reviewer: Human Resources and Finance</p>

1. Purpose

The purpose of this policy is to outline under what conditions Sedgwick County will reimburse employee relocation expenses, the process for approval and payment.

2. Scope

This policy applies only to positions deemed eligible as defined in this policy. This policy shall not apply to the Office of the District Attorney.

3. Policy

Sedgwick County may elect to reimburse relocation expenses for executive management positions and highly specialized or technical positions.

4. Definitions

A. **Relocation expenses-** Expenses associated with moving household goods and personal effects including but not limiting to:

1. hiring a moving service
2. renting a truck or trailer
3. in-transit storage
4. in-transit lodging
5. plane tickets or personal vehicle mileage for the employee and immediate family members for a single one-way trip.

5. Procedure

- A. Reimbursement for relocation expenses must be approved at the time of hire. The amount to be reimbursed will be outlined in the employment offer letter issued by the Division of Human Resources and signed by the employee.
- B. Relocation reimbursement will not exceed \$5,000.
- C. Relocation expenses will only be paid for an employee relocating over one-hundred (100) miles from Wichita, Kansas.

- D. Requests for relocation expense reimbursement may only be approved by the County Manager.
- E. Reimbursement will be paid on the actual amount of approved items as outlined in this policy and documented with receipts.
- F. The moving expenditures must be made within ninety (90) calendar days from the start of employment. Receipts must be submitted within thirty (30) calendar days from date of actual expenditure.
- G. The employee will submit receipts to the Sedgwick County Division of Human Resources.
- H. Mileage reimbursement will be made consistent with Sedgwick County Mileage Policy.
- I. Funds will be treated as income and reimbursed through payroll with the appropriate taxes withheld.
- J. All exceptions to this policy, including the positions covered, amount of reimbursement, types of expenses or other conditions, must be approved by the Board of County Commissioners.