



Your Guide to Designing a

Comprehensive Relocation Package



Checklist for HR leaders

Personalized Relocation Service Expertise You Can Count On.



Admin. & Communication:

- ✓ **Policy Clarity:** Develop a clear and comprehensive relocation policy outlining eligibility criteria, covered expenses, and reimbursement procedures.
- ✓ **Package Options:** Offer various relocation package options (direct billing, lump sum, reimbursement, third-party) to cater to diverse employee needs.
- ✓ **Tax Implications:** Ensure compliance with IRS regulations regarding taxable relocation benefits and guide employees.
- ✓ **Communication and Support:** Provide ongoing communication and support throughout the relocation process, addressing employee concerns and offering guidance.

Financial Considerations:

- ✓ **Budget:** Determine the overall budget for relocation assistance, consider company size, industry benchmarks, and financial health.
- ✓ **Cost Breakdown:** Analyze individual cost factors, including packing, transportation, temporary housing, home sale/lease assistance, and miscellaneous expenses.
- ✓ **Package Tiering:** Consider different tiers of relocation packages based on employee level, job role, or relocation distance.

Logistics & Services:

- ✓ **Moving Services:** Partner with reputable moving companies and ensure adequate insurance coverage for transported goods.
- ✓ **Temporary Housing:** Arrange comfortable and convenient temporary housing options for a reasonable duration (e.g., 30 days).
- ✓ **Home Sale/Lease Assistance:** Offer support with selling or terminating leases, including covering potential financial losses or penalties.
- ✓ **House-Hunting Trips:** Provide at least one or two company-paid trips to assist with finding suitable housing in the new location.
- ✓ **Transportation:** Cover transportation costs for the employee and their family, including mileage reimbursement, vehicle relocation, or airfare.

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Employee Support & Well-Being:

- ✓ **Spouse/Partner Support:** Provide resources for spousal job searches and career transition assistance.
- ✓ **Childcare & Eldercare:** Offer assistance finding childcare or eldercare facilities in the new location.
- ✓ **School Search Assistance:** Help employees find suitable schools for their children.
- ✓ **Cultural & Language Training:** To facilitate smoother integration, provide cultural awareness training and language classes for international relocations.
- ✓ **Miscellaneous Expense Coverage:** Consider covering expenses like driver's license fees, pet registration, and utility hookups.



Additional Considerations:

- ✓ **Benchmarking:** To ensure competitiveness, regularly review and compare the company's relocation package with industry standards and competitors' offerings.
- ✓ **Flexibility & Customization:** Allow flexibility and customization within the relocation program.



About
CapRelo
Global Mobility Management



CapRelo moves companies and people to their future. We recognize that talent - people, new ideas, and team energy - is at the core of how businesses can differentiate themselves, and our solutions help HR teams and people move where they are needed smoothly and seamlessly.

We deploy a tri-regional approach to service that ensures customers are supported around the world. Bringing together thousands of carefully vetted suppliers and sub-vendors to provide solutions that span 160 countries, services from 6 offices, 4A1 Dun & Bradstreet rating - strong financial foundation, recognized as the #1 quality of service for 3 years running (HRO Today Baker's Dozen) and more!