



# City of Topeka Policy

## Moving Expenses

### MOVING EXPENSES POLICY

**Purpose:** To establish uniform guidelines for the payment of relocation expenses for certain new employees hired by the City.

**Applicability:** To all city employees.

**Effective Date:** March 1, 2006

#### 1. GUIDELINES

- A. The City recognizes that successful recruitment of employees requires the reimbursement of relocation expenses for the employee and his/her family for those costs associated with the move to Topeka or Shawnee County.
- B. All benefit eligible, non-bargaining unit employees shall be eligible to receive reimbursement for relocation expenses subject to the following criteria.
  1. All eligible hires that reside within a 100-mile radius of Shawnee County may be eligible to receive up to a \$1,000.00 reimbursement for moving expenses.
  2. All eligible hires that reside outside a 100-mile radius of Shawnee County may be eligible to receive up to a \$2,000.00 reimbursement for moving expenses.
  3. Reimbursable moving expenses shall be limited to the following:
    - a. Transportation costs for the employee and their family to Topeka, Shawnee County, Kansas.
    - b. Household moving expenses including the packing, unpacking, insuring and moving of such goods. Does not include the shipping of cars, boats, campers or other related items.
  4. All reimbursements for relocation expenses are subject to the approval of the City Manager. Receipt of expenses must be provided prior to any reimbursement being distributed.



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THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO MOVING EXPENSES.

Approved:

Neil Dobler, Acting City Manager  
February 15, 2006