

# US Domestic Extended Business Travel Market Practices

Year over year, companies seek to offer support for their mobile population that provides an exceptional employee experience, achieves business objectives, and reflects corporate culture and values. To accomplish this, Graebel partners with these organizations to provide strategic guidance in developing and transforming their relocation programs using our “people-first” approach to talent mobility. The following is a summary of typical practices of this market for US domestic extended business travel (EBT) programs.

## Program definition and eligibility

Most companies define extended business travel as more than 30 days but less than 90 days traveling to and working in another location.

This program applies to both newly hired and current employees.

Due to the limited duration, these assignments are generally unaccompanied by the employee’s spouse/domestic partner and/or additional household members.



## Per diem



Provided to help offset maintaining homes in two locations and cover daily living expenses such as food and personal care items, public transportation, laundry, etc. while on assignment.

May be disbursed as a one-time allowance or paid monthly. If paid monthly, applies only for the days the assignee is physically present in the work location.

Amount may be predetermined, aligned with the corporate policy, or established for each city using U.S. General Services Administration (GSA) rates or a third-party data consultant.

## Assignment travel



Reimbursement in accordance with the company’s corporate travel policy for business travel.

- Round-trip economy-class fare (air, rail, bus, etc.) or reimbursed mileage for personal vehicle driven.
- Rental car or public transit stipend in the host location (depending on location) will be provided, if the assignee does not drive their own car.

## Assignment housing

Company-selected furnished housing is provided. In cases where housing is unfurnished, furnishings are typically rented.



Temporary living is typically not necessary for extended business travel.

## Tax considerations



Important to include policy language clarifying state-to-state tax implications, as well as factors that could potentially impact the taxability or certain assignment expenses.

## Repayment terms



Most organizations include a two-year agreement requiring repayment if employment is terminated:

- Within Year 1: 100%
- Within Year 2: 50%