

In-Region Cross-Border Transfers – Market Practices

Provision	Market Practices
Definition	> Company-sponsored permanent relocation between two countries within the same region with the intent to remain in the destination country on local pay and benefits. > Consistent relocation support for all countries; however, addendums may apply to outline differences by country or for countries in close proximity (e.g., the Netherlands and Belgium).
Eligibility	> Current or newly hired employee. > Accompanying spouse/partner and family unit, as defined by company and laws of departure/destination countries. > Dual transfers (both are employees of the company) will receive one set of benefits for individual identified as “primary relocating employee.”
Assessment and Pre-Move Consultation	> Many companies will conduct an assessment that can reveal concerns and issues prior to the relocation that can be resolved to minimize relocation dissatisfaction and unforeseen costs. The employee and family unit are informed/counseled about the destination location, financial impact and relocation benefits. Collectively, this provides a basis for a final decision for both the company and employee. > Cost estimates for budget and/or accrual purposes are often created as part of the assessment process.
Tax Consultation and Services	> Company-designated tax professional provides counsel on tax implications and nuances arising from cross-border international relocation. > Tax declarations/returns for the year of permanent relocation may be provided in both departure (home) country and destination (permanent relocation) country. > At company-discretion, tax services may be extended for preparation of tax declarations/returns.
Visa / Immigration	> Company provides employee/family unit professional assistance to obtain/extend required documents necessary to live and work in the destination country; processes may differ by country combinations. - o Visa(s) - o Residence permit(s) - o Work/employment permit (employee only) - o Other required documentation
Medical	> As required by the destination location in accordance with immigration, expenses associated with medical examinations, vaccinations, inoculations, etc., are reimbursed if not covered by medical/healthcare system and/or insurance.

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Language Training	> Language lessons provided to employee, spouse/partner, or family unit if spoken language differs from language at destination. > Employee may also be eligible for alternate language as required by business (e.g., relocating from Spain to Germany may receive both German and English language as necessitated by position/role). > Training hours generally set for employee and spouse/partner based on complexity of new language. > Training hours for each dependent may be less if language is offered as part of school curriculum. If dependent does not attend a school, hours can be modified as applicable.
Intra-Cultural Orientation	> One (1) or two (2) day intra-cultural training/orientation program provided to employee, spouse/partner or family unit to assist with integration to destination country/city, social and cultural etiquette, and business practices. > Additional one (1) day or one-half (1/2) day Business Briefing for employee, as necessary based upon business need.
Education Assistance	> To assist with integration to local school system, reimbursement of select expenses may apply for one (1) to two (2) years upon relocation. > Eligible expenses may include: - o Registration fee - o Tuition - o Local transportation, if not included in school fee - o Required textbooks and materials > Pre-school, primary and secondary only; no assistance for post-secondary education.
Travel: Pre-Decision Trip Home Finding Trip Final Move Return Trip(s)	> Relocation-related travel may include: - o Pre-decision trip: To finalize decision to relocate. - o Home finding trip: To secure appropriate housing and schooling. - o Final move: Move to destination location; may occur separately for employee and family unit members. - o Return trip(s): Typically, employee only if they must report to work in advance of other family unit members. > Reimbursed in accordance with company travel policy: - o Airfare, train, bus, etc. - o Mileage/kilometer for personal vehicle driven - o Tolls, bridge/tunnel fees, parking and EV charging fees - o Ground transportation: Rental car, rideshare, subway, train, bus, etc. - o Lodging - o Meals

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Travel: Pre-Decision Trip Home Finding Trip Final Move Return Trip(s) Cont'd.	> Country-specific reimbursement rates may apply. > Meals for travel days may be reimbursed in accordance with the company travel policy, daily caps may be applied or managed via a per diem. Often tiered for dependents (e.g., less than 13 years old). > Childcare expenses per day for dependents not accompanying on Pre-Decision/Home Finding trips. > Requirement to travel via most direct route. > Minimum daily distance traveled may be required for authorized lodging (e.g., 450 miles/724 km per day). > Companies may provide a maximum number of combined days/nights for the Pre-Decision Trip and Home Finding Trip (e.g., 7 days/8 nights). > Final Move will include one (1) night's lodging/meals for the final day at origin and the first day at destination, in addition to en route expenses.
Destination Services Professional (DSP)	> Assistance provided by local consultants familiar with the new location. > Depending upon familiarity with destination country, employee and accompanying family unit, and potentially by tier; services may be one (1) to four (4) days, used as needed throughout relocation process. > Assistance provided can include: - o Area orientation/tour - o School search, application and registration process - o Home finding: ▪ Rental lease negotiation ▪ Home purchase ▪ Utilities, internet, etc. set-up - o Settling-in: ▪ Driver's license, banking, postal services, etc. ▪ Neighborhood/local resources, social clubs - o Assistance with country registrations: ▪ Register with embassy/consulate, local authorities
Home Sale	> Home sale assistance provided for origin property in accordance with departure country policy. > Generally provided as a reimbursement of normal and customary, non-recurring seller's closing costs based on home country norms.
Rental Lease Cancellation	> When required to terminate lease and vacate rented property at origin. > Typically, equivalent to two (2) months' rent and/or a set cap amount. > Reimbursement can include: - o Lease cancellation fees - o Security deposit loss (except as result of damages) - o Key money - o Early termination fees

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Home Country Personal Transportation Disposition	> Eligible if employee is not able to relocate personal vehicle to destination country due to cost of transport or restrictions. > Reimbursement of loss-on-resale and/or lease cancellation fees. > Normally, up to two (2) eligible vehicles. > Capped amount per vehicle at company discretion. > Reimbursement of loss of pre-paid public transit fares.
Freight Forwarding: Household Goods Vehicle(s) Storage Pet(s)	Household Goods: > Professional transport services to assist with pack, load, transit, delivery and valuation of normal household goods. Freight forwarder to facilitate customs. > Surface and/or air shipment options may be provided to facilitate transit: - o Combination of surface and/or air shipment can be based on family unit size and/or proximity of origin/destination countries. - o Shipment container sizes may be dictated on family unit size. Vehicle(s) Transport: > Transportation of up to two (2) vehicles. Number can be based on family unit size. > Vehicle(s) must be in working order. > Cost to transport or destination vehicle restrictions may preclude shipment. Storage: > Up to 30-60 days, if required, while permanent housing is secured at destination. Pet(s): > Limited to two (2) household pets, costs can be capped. > Requirements/restrictions may apply based on destination country. > Services and/or costs can include: - o Transportation, carriers, vaccinations, passport, health certificates, microchipping and quarantine.
Temporary Living: Housing / Meals Interim Transportation	> 30-60 days cumulative (departure/destination) for employee, if reporting to work in advance of family unit. > Accompanying family unit may be eligible if permanent housing not available upon arrival. > Corporate-style housing, which is a fully furnished apartment with kitchen facility, is used for stays of 60 days. Options for shorter stays include hotel and extended-stay accommodations. > If housing does not offer kitchen facilities, meals covered as per diem or reimbursement of reasonable/actual with receipts. > If vehicle transport is included in relocation and utilized by employee, pending arrival of transported vehicle, destination transportation may be provided until the vehicle arrives or for a set duration. > Options include: rental car or public transportation (train, bus, subway, light rail or streetcar).

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Return Trip(s)	> If employee must report to work in advance of relocation for family unit, the company provides employee one (1) to two (2) return trips to departure location per 30 days residing in temporary living. > Spouse/partner or family unit members may visit destination in lieu of return trip to origin. > Reimbursement of round-trip transportation costs only.
Home Purchase Assistance	> Referral to real estate professional or destination services provider. > Reimbursement of normal and customary, non-recurring buyer's closing costs based on destination country norms. > Country-specific banking restrictions may apply for home purchases.
Destination Housing: Rental Assistance	> Provided by destination services provider. > Assistance with locating suitable housing, applications, review and negotiation of lease agreements. > Reimbursement of customary local rental fees that can include: - o Agent finder's fee, up to maximum of two (2) months' rent. - o Application fees, security deposits, key monies, etc. > Appliance allowance may apply for rental properties where major appliances/kitchen cabinets are not included per local custom of destination country.
Duplicate Housing	> Company may reimburse the lesser of the two duplicate housing costs for homeowners. > Up to three (3) to six (6) months of financial support; typically coupled with home marketing support on origin property. > Local customs/norms may dictate reimbursement that can include: financing interest, taxes, home insurance, utilities.
Allowances	Miscellaneous Expense/Relocation Allowance: > One-time payment to help cover expenses outside of policy guidelines. > Can be based on salary or set amount. Destination/Cost of Living/Goods and Services Allowance: > If destination location is more expensive than departure, employee may be eligible for payment(s). Furniture/Appliance Allowance: > Provided for replacement purchases of furnishings, electronics, and/or large appliances suitable for destination country. > Can be paid as an "in lieu of" for the household goods shipment. Dual Career Allowance: > May be offered as payment in recognition for spouse/partner who terminates employment as a result of the relocation.

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Family Integration Support	> Based upon assessed needs, professional relocation coach or Destination Services Provider to assist with career and/or lifestyle assistance for family unit. > Career assistance support may include: education/professional development, re-certification or re-licensing, resume updating, coaching, networking, etc. > May be offered as an allowance directly with service provider.
Tax Protection	> Tax obligation support on any/all applicable relocation benefits. > Taxability of benefits may vary from country to country.
Repayment Agreement	> Company requirement for employee to remain with organization for specified duration due to receipt of relocation/financial support. Departure will require repayment of company incurred costs. > Durations range from one (1) to two (2) years; repayment requirement may remain at a 100% or be prorated over the timeframe of the repayment agreement. > Local employment laws or employment protections may apply.
Local HR / Office	> Consultation and guidance by local HR office on: - o Vacation, working hours and leave/sick time - o Public and regional holidays - o Employment benefits - o Medical care/health services offered (public and private) - o Social security/insurance program of permanent location/legal entity