



Relocation Reimbursement

For non-managerial positions, relocation expenses up to a total of \$2,500 may be reimbursed:

- The \$2,500 is intended to cover the costs associated with physical moves to the Pierce/King/Thurston County area to include temporary housing, house hunting trips, rental deposits (up to \$1,000), and/or commuting.
- Reimbursement is available for new employees who currently live more than 60 miles from the worksite.
- These costs are directly associated with the intent to physically relocate the employee's primary residence to the Pierce/King/Thurston County area and must be substantiated with receipts.
- All costs require documentation for reimbursement.
- All relocation costs must be incurred within one year of the date of hire, and approved reimbursements will be made through the payroll system (and/or direct-bill payments for short stay/extended hotel expense).
- Relocation reimbursement availability will be confirmed in the final offer letter.
- Relocation reimbursement may be limited by available budget.
- Per IRS regulations, all reimbursed moving expenses will be treated as taxable earnings.
- Should the employee separate from employment from Pierce Transit voluntarily within two years of start date, the employee agrees to repay Pierce Transit on a pro-rated basis for relocation allowance expense reimbursed or paid as taxable income. For example, if after having received relocation allowance, the employee voluntarily separated employment after 18 months (75% of the two year period), the employee would be obligated to repay Pierce Transit 25% of the relocation allowance.