

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-19

SUBJECT: Relocation Expenses

Effective Date: 08-28-00

Revision Date: 01-01-23

Upon Executive Management approval, LOYOLA will pay for relocation costs up to a maximum of \$4,000.00. The relocation cost amount will be determined on a case-by-case basis. Specified relocation costs will be detailed in the offer letter to new employees as well as to current employees who may relocate to another location in the Company.

A one time three-day house hunting trip for the new employee and his/her spouse before their move will be allotted. The house hunting trip cost will be calculated into the specified relocation cost in the offer letter.

Mileage allowance based on actual odometer mileage, from start to destination, for one automobile, is permitted and paid at the corporate travel rate. (Refer to the Business Travel Policy for current rate).

Employees with prior entitlement to relocation reimbursement at the expense of another agency are expected to use this entitlement. For example, retired/separating armed force's personnel and some other government employees are entitled to a household move to a destination of choice within one year of retirement/separation.

Moves should be arranged so that storage of household goods will not be necessary. If unusual circumstances make storage necessary, prior approval from the President must be obtained. This cost must be detailed in the offer letter.

An Expense Reimbursement Form must be submitted within four months from date of hire in order to be reimbursed for moving expenses. LOYOLA will not pay for relocation expenses submitted after four months of employment. If an issue arises that may prevent the employee from finalizing the relocation costs by the four month deadline, he/she must inform Executive Management prior to the deadline. If the employee is unable to move within the four month timeframe, he/she may request Executive Management's approval for an extension.

Any relocation costs paid to the employee or on his/her behalf will be reimbursed to LOYOLA should employment terminate for any reason prior to one year from the date of reimbursement.

NOTE: The Company makes no commitment to absorb costs not specifically listed in the offer letter for new employees or in the transfer documentation for current employees.

Reimbursable One-Time Expenses:

- Packing of household goods (household furnishings and appliances, personal clothing and accessories, patio furniture, home workshop tools, lawnmowers, trimmers, and garden tools) from old residence.
- Delivery and unpacking of household goods to new residence.
- In-transit insurance.
- Towing of one automobile.

Specifically excluded from household shipment includes: motor vehicles (excluding one automobile), building materials, piano, heavy machinery, frozen food, animals, house plants, airplanes, perishable food, decorative stone, boats, firewood, trailers, firearms and ammunition.

Non-Reimbursable Items:

- House cleaning or maid service.
- Removal or installation of wall-to-wall carpeting, draperies, or similar items.
- Re-registration and re-licensing fees.
- Assembly or disassembly of regulation pool tables, pianos, waterbeds, children's play houses, swing sets, portable pools, or items of similar nature.