



# Global Mobility Solutions BEST PRACTICE CONSIDERATIONS



Today's business success largely depends on the deployment of a global workforce to achieve organizational objectives and mobility goals. This informational document provides a summary best practice consideration(s) for international assignment policies. This information was derived from a comprehensive analysis of industry surveys and the benchmarking of over 98 multi-national companies.

The intent of this summary is to provide companies and professionals who manage talent, an understanding of assignment policy components

# Global Mobility Solutions

Policy and Program Considerations: Temporary Assignments

Policy Component and Best Practices	Long Term	Short Term	Ext. Business	Internship
<p><b>Format</b></p> <p>Organize content to follow relocation life cycle.</p>	Include	Include	Include	Include
<p><b>Administration</b></p> <p>Highlight who “owns” policy interpretation (HR); include authorization and exception processes.</p> <p>If applicable, introduce service provider and role. Include statements: No cash in lieu of benefits and no dual move benefit.</p> <p>Incorporate code of conduct/ethics statements include data privacy disclosures.</p>	Include	Include	Include	Include
<p><b>Duration</b></p> <p>Market practice is to design international policies based on assignment duration/nature.</p>	1 to 3 years	6 to 12 months	30 to 179 Days	30 to 179 Days
<p><b>Interim Medical Coverage</b></p> <p>International medical plan gap coverage is most often featured on an as needed basis.</p>	Include, as needed for employee and accompanying family	Include, as needed for employee only	Include, as needed for employee only	Include, as needed for intern only
<p><b>Visa and Immigration</b></p> <p>Company sponsors work permit/visa for employee. Visas for eligible family members procured so that accompanying family members may legally reside at the destination location.</p>	Include	Include	Include	Include
<p><b>Medical Examinations</b></p> <p>Typically, company reimburses expenses not covered by the employee’s insurance related to immigration only (e.g., vaccinations and/or certificates of health) for employee and accompanying dependents.</p>	Include	Include	Include	Include
<p><b>Global Tax Briefing and Filings</b></p> <p>Professional tax services firm retained to prepare and file destination and origin country tax returns; typically includes orientation briefing, record keeping tools, and annual filing support, as well as repatriation briefing as applicable.</p>	Include	Include	N/A	N/A

Policy Component and Best Practices	Long Term	Short Term	Ext. Business	Internship
<p><b>Homeowner/Renter Disposition</b></p> <p>Homeowners: Property management may be offered when considered as part of overall approach to homeowner disposition. Reimbursement of professional property management fees for tenant selection, lease negotiation, emergency repair coordination, vacant property inspections, and utilities and maintenance coordination.</p> <p>Renters: Most companies provide lease break assistance and cover penalties; fees and concessions.</p>	<p>Home owners:</p> <p>Property management reimbursement of up to 10% of rent or home sale marketing assistance.</p> <p>Renters: Lease break not to exceed 3 months' rent</p>	<p>Home owners:</p> <p>Property management reimbursement of up to 10% of rent or home sale marketing assistance.</p> <p>Renters: Lease break not to exceed 3 month's rent</p>	N/A	N/A
<p><b>Area Orientation and Home Finding Services</b></p> <p>Professional area orientation and home search and viewings with a destination services consultant.</p>	5 Days	4 Days	1/2 Day area tour only	1/2 Day area tour only
<p><b>Schooling Assistance</b></p> <p>Professional assistance with finding schools, setting up appointments and registration with a destination services consultant.</p>	2 days	N/A	N/A	N/A
<p><b>Auto Disposition</b></p> <p>Reimbursement of lease cancellation or loss on sale for one (1) to two (2) vehicles; Loss on lease or sale typically is capped to a specified amount.</p> <p>Many companies are providing a lump sum to address auto sale, lease cancellation and other costs for flexibility.</p>	Reimbursement up to (2) vehicles not to exceed \$2,500 USD or equivalent	N/A	N/A	N/A

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<p><b>Cultural Training</b></p> <p>Often, companies will provide some form of country-specific, cultural training through an independent provider. Length and type of training often varies based on relocation policy type. Programs usually include children 12 years and older.</p>	Up to 2 days of cultural training delivered pre and/or post departure; or 10 virtual sessions delivered throughout the assignment period	Up to 1 day of cultural training delivered pre and/or post departure; or 5 virtual sessions delivered throughout the assignment period	½ day of cultural training delivered pre and/or post departure; or 3 virtual sessions delivered throughout the assignment period	½ day of cultural training delivered pre and/or post departure; or 3 virtual sessions delivered throughout the assignment period
<p><b>Language Training</b></p> <p>Include, as applicable, for employee and accompanying family to meet business and social needs. Language Training may be offered pre-departure and/or post-arrival.</p>	75 hours of instructional language training or 25 hours of virtual with 1 year access to online language training	50 hours of instructional language training or 15 hours of virtual with 1 year access to online language training	Online language training.	Online language training.
<p><b>Miscellaneous Allowance</b></p> <p>A one-time payment, either a fixed amount or a percentage of base salary (often capped). It is offered to assist employees with expenses not specifically addressed in the policy.</p>	One month's salary capped between \$7,500 to 10,000 (tax assisted)	One month's salary capped between \$3,500 to \$7,500 USD or equivalent (tax assisted)	One month's salary capped between \$1,500 to 2,500 (tax assisted)	N/A

Policy Component and Best Practices	Long Term	Short Term	Ext. Business	Internship
<p><b>Shipment of Household Goods and Personal Effects - Including Storage insurance.</b></p> <p>Typically includes packing, transport, insurance, unpacking, and customs duties. Policies should address container/weight size guidelines for surface and/or air shipments as well as storage in transit (SIT) and long-term storage and insurance coverage.</p>	<p>Sea/Surface: 20 Container Ft. Employee/40 Container Ft. Employee and Family - Air: 500 lbs Employee/1000 lbs Employee and Family and/or excess baggage up to \$350</p> <p>Storage in Transit: 30 to 60 days</p>	<p>Air: 500 lbs and/or excess baggage up to \$350 or surface equivalent</p>	<p>Air: 500 lbs and/or excess baggage up to \$250 or surface equivalent</p>	<p>Air: 500 lbs and/or excess baggage up to \$250 or surface equivalent</p>
<p><b>Pet Transportation</b></p> <p>If provided, transport costs only are covered or resource and referral info only.</p>	<p>State that miscellaneous allowance may be used. Include on exception basis</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><b>En Route/Final Move Trip</b></p>	<p>Reimbursement of final move expenses often include air travel, meals, tolls, ground transportation, and one night hotel at origin and at destination</p>	<p>Reimbursement of final move expenses often include air travel, meals, tolls, ground transportation, and one night hotel at origin and at destination</p>	<p>Reimbursement of final move expenses often include air travel, meals, tolls, ground transportation, and one night hotel at origin and at destination</p>	<p>Reimbursement of final move expenses often include air travel, meals, tolls, ground transportation, and one night hotel at origin and at destination</p>
<p><b>Temporary Living</b></p> <p>Reimbursement or direct RMC billing of interim living costs; typically includes lodging (hotel or corporate housing) and may include meals, incidentals, and rental car.</p>	<p>30 to 60 days</p>	<p>30 days</p>	<p>Duration</p>	<p>Duration</p>



Policy Component and Best Practices	Long Term	Short Term	Ext. Business	Internship
<p><b>Destination Country Housing</b></p> <p>Most often for assignments have a rental allowance or differential established for the host.</p>	<p>Housing differential if not maintaining at the origins home (per data tables).</p> <p>If maintaining a home at origin, a housing allowance/budget will be determined by data tables.</p> <p>Utilities reimbursement or direct payment</p>	<p>Housing differential if not maintaining at the origins home (per data tables).</p> <p>If maintaining a home at origin, a housing allowance/budget will be determined by data tables.</p> <p>Utilities reimbursement or direct payment</p>	N/A	N/A
<p><b>Settling-in Services</b></p> <p>Assistance provided with registration with local authorities, account set ups, utility hook ups, driver permits, and the like.</p>	2 days	1 day	N/A	N/A
<p><b>Appliance Allowance</b></p> <p>A one-time allowance for major appliance purchase (refrigerator, washer, dryer, and dishwasher); if local housing conditions necessitate.</p>	State that miscellaneous allowance may be used. Include on exception basis	N/A	N/A	N/A
<p><b>Mobility Premium</b></p> <p>Depending on your host location and/or line of business a mobility premium may be offered to help offset compensation while on assignment or as part of the overall compensation structure for the assignment or transfer.</p>	Include on exception basis	Include on exception basis.	N/A	N/A
<p><b>Spouse/Partner Assistance</b></p> <p>Professional spouse assistance or allowance for education, re-certification, and membership fees up to a capped amount.</p>	1 to 2 days or up to \$2,500	N/A	N/A	N/A

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<p><b>Education Assistance</b></p> <p>Often, companies will provide some level of assistance for employees with accompanying children in situations where adequate “local” schooling is not available in the host location.</p>	Reimbursement or direct payment of tuition, registration fees, and other required expenses throughout the assignment period	N/A	N/A	N/A
<p><b>Goods and Services Differential/COLA</b></p> <p>An allowance to account for the differences in goods and services costs between the host and home locations.</p>	Differential paid monthly; based on the assignee’s base salary and family size (data tables). Reviewed and paid throughout the assignment period	Differential paid monthly; based on the assignee’s base salary and family size (data tables). Reviewed and paid throughout the assignment period	N/A	N/A
<p><b>Host Transportation</b></p> <p>Depending local practices offering may vary.</p>	Assistance with leasing, purchasing, establishing local drivers or obtaining a company vehicle or an allowance	Assistance with leasing, purchasing, establishing local drivers or obtaining a company vehicle or an allowance	N/A	N/A
<p><b>Tax Equalization</b></p> <p>Tax approach in which the employee is charged a hypothetical tax deduction through payroll that approximates the assignee’s home country tax liability should he or she not have accepted the assignment. The company pays remaining origin and foreign income tax on company-sourced income.</p>	Include up to maximum salary of US\$150,000 USD or equivalent throughout the assignment period	Include up to maximum salary of US\$150,000 USD or equivalent throughout the assignment period	N/A	N/A
<p><b>Tax Assistance</b></p> <p>Gross up/tax assistance provided on most taxable relocation provisions with the exception of miscellaneous allowance. About 50 percent of companies’ tax assists the miscellaneous allowance.</p>	Include	Include	Misc. Allowance only	N/A
<p><b>Repatriation</b></p>	Include	Include	Include	Include