Reimbursement / Payment of Relocation Expenses Agreement

Between the City of Saint Paul
and Alessandra Affinito

Background: The City of Saint Paul is providing in its offer of employment a moving and relocation payment of up to $2000 to Alessandra Affinito, pursuant to the City's Relocation Policy.

Approved expenses, up to a total of $2000*:

1. Travel expenses of employee for up to two (2) house hunting visits if the move is greater than two hundred (200) miles one way. If travel is by privately owned vehicle, the reimbursement rate will be at the current federal allowable mileage rate.
2. Travel expenses of employee to the new location.
3. The cost of packing and moving household goods and personal effects.
4. Temporary living expenses not to exceed ninety (90) days.
5. Temporary storage not to exceed ninety (90) days.

**The costs for alcoholic beverages are not reimbursable.*

I have read and understand the Relocation Policy. I agree that to be eligible for reimbursement of relocation costs, I must relocate to a residence within the city of Saint Paul. I agree that the City of Saint Paul will pay or reimburse my relocation costs from the categories listed above for up to a total of $2000. I understand that I must remain in city employment for twelve months to be eligible to keep the relocation reimbursement. I agree to reimburse the City of Saint Paul if I voluntarily terminate my employment prior to the completion of twelve months of service.

Original copies of the following receipts must be submitted to the City: airline tickets, hotel/motel receipts, moving and packing invoices, and temporary storage receipts.

After this agreement is executed, an advance for moving expenses would be available per the Relocation Policy.

Signatures:

_____ _____
EMPLOYEE Date

_____ _____
Catherine Penkert, Library Director Date

_____ _____
Toni Newborn, Human Resources Director Date