

Administrative Board Rule #18¹

Reimbursement of Moving and Travel Expenses

Upon recommendation by the appointing authority and after approval by the Administrative Board, a commitment may be made to a non-resident individual, in conjunction with his or her pending employment by the City, to reimburse said individual for certain relocation costs. Said reimbursement shall be on the following basis:

1. [The transportation and lodging costs associated with as many interviews as the City deems necessary, regardless of whether the individual is ultimately hired by the City];²
2. The transportation and lodging costs of one informational visit to the City of Philadelphia by a prospective employee and his/her spouse shall also be reimbursed; and
3. The cost of commercial transportation of the individual and the members of his or her immediate family who reside with the individual both before and after the relocation shall be reimbursed. The cost of transporting the personal possessions, including household goods and clothing, of the individual and those of his or her immediate family who reside with the individual both before and after the relocation shall be reimbursed in such maximum amount as determined prior to the relocation by the Administrative Board after giving consideration to the number of persons, the distance involved in the relocation and the submission of three bona fide estimates of costs.

All costs described above shall be reimbursed in accordance with the standards in Sections 2.131 and 2.132 of Administrative Board Rule #2.

Reimbursement under this Rule shall not extend to any costs incurred by an individual once he/she has relocated to Philadelphia.

In consideration of the commitment by the City to reimburse relocation costs, the individual, prior to appointment, shall be required to sign an agreement, in a form specified by the City Solicitor, obligating himself or herself to reimburse the City for any relocation costs paid by the City on behalf of said individual and his or her family, if said individual shall of his or her own volition terminate employment with the City before having completed one full year of service. Said agreement shall authorize the City to deduct and reimbursed costs from any terminal pay and/or pension refund due to the individual.

¹Established July 6, 1960. Amended March 17, 1977, May 11, 1992.

²Section 1 suspended pending revision to Rule 18 on February 22, 2013. Suspension Notice states: "The effect of this suspension is that the City may pay the transportation and lodging costs for non-resident individuals who are being interviewed by the City for potential employment without first securing Administrative Board approval."