

TRANSFORMING A TASK-INTENSIVE PROCESS INTO A HANDS-OFF PROGRAM

OUR PROMISE

With tight budgets and limited resources, companies are increasingly required to do more with less in their relocation programs. Runzheimer Relocation Information Services helps companies make the best use of relocation budgets (and resources) as well as maximize their existing policy to ensure both employer and employee satisfaction. Each company is unique. Some handle thousands of global moves while others need to move just a few resources across the country.

Regardless of the company or policy, there is one commonality—organizations want to be sure their relocation reimbursement is fair and accurate.



KEY RESULTS

- ⊕ Reduced administrative time to manage program
- ⊕ Increased employee satisfaction, while keeping costs in compliance

❓ THE CHALLENGE

Today, employees are used to wearing many hats in one job function. With companies reducing expenses or growing while trying to minimize operating costs, it has become the norm. For a large national retailer, this was exactly the case. To say the HR manager who handled corporate relocation was stretched thin, is an understatement.

Before talking to Runzheimer, this retailer had a “receipt intensive” program. Each transferee had a certain number of days allowed for a home finding trip which included airfare, rental car, hotel, food and other miscellaneous expenses.

Employees would have to pay for the trip with personal funds and then submit their receipts for reimbursement. One trip could generate 40-50 receipts. The HR manager had to manually audit each trip to be sure employees were in compliance with company policy. With over 200 relocations a year that could mean as many as 10,000 receipts annually. And this was only part of her job!

✅ THE SOLUTION

Runzheimer met with the HR team and reviewed their policy and process. As a result, we highlighted all of the administrative inefficiencies and offered a better solution. Runzheimer recommended that this retailer move to a Lump Sum Allowance program. Moving to this program meant that the company would provide a lump sum of funds based on family size, company policy, distance and pre- and post-move destinations, in advance of the home finding trip. This change in their relocation reimbursement process greatly reduced the administrative time to manage the program while enhancing its flexibility, increasing employee satisfaction and keeping costs in compliance. A win for both the company and their employees.