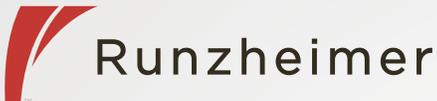




# RELOCATION INFORMATION SERVICES - TEMPORARY ASSIGNMENT



TWO LOCATION  
COMPARISON

LUMP SUM  
ALLOWANCE  
DOMESTIC &  
INTERNATIONAL

LIVING COST  
STANDARDS REPORT

ISOLATED POST

TEMPORARY  
ASSIGNMENT

There is a rising trend in temporarily relocating talent in today's economy. In some cases, budget constraints may play a role in your need for temporary assignments and, in other cases, it might simply be the nature of the work at hand. Nonetheless, temporary assignments can offer advantages to both your organization and the employee. An employee who would otherwise encounter a great deal of disruption with a permanent relocation can take a deep breath and not have to relocate their family. Additionally, an assignment could be considered a positive career enhancement opportunity for the employee. For your organization, temporary assignments meet specific business needs for a particular skill, talent or knowledge transfer for a defined length of time without having to bear the cost of a full relocation.

## PROVIDE ACCURATE, FAIR ALLOWANCES AND BUDGET DATA FOR WORK ASSIGNMENTS LESS THAN ONE YEAR

The Runzheimer Temporary Assignment Report helps you create a fair and accurate package that reflects the unique circumstances of temporary living assignments. Just as with our Two-Location Comparison, we take cost-of-living data into consideration and calculate an allowance that supports the temporary assignee. The standards-based methodology ensures a fair and consistent approach to compensating your employee for the assignment based upon your policy and the length of the assignment. We conduct extensive research to include the cost of monthly rental housing and food expenses along with one-time costs. Airfare and other transportation costs can also be included.

WE WORK  
WHERE YOU WORK.™

## HOW IT WORKS



1

Transferee-specific parameters are entered for length of stay, assignment location and company policy.



2

We calculate the monthly and one-time costs using our proprietary data and methodology.



3

The report is delivered providing a detailed breakdown of various housing-related, transportation, and food expenses.



4

Your company can use this information to create a comprehensive assignment package and can also be used for budgeting.

## INSIDE THE TEMPORARY ASSIGNMENT REPORT

### RENTAL

Provides typical rent, utilities and furniture rental costs for the assignment location.

### TRANSPORTATION

Transportation costs can be included as your policy defines these benefits such as airfare and car rental.

### FOOD

Food costs are calculated as a combination of eating out and groceries based on your policy parameters.

All of the above data components are continuously collected, analyzed and updated to keep results fresh and relevant.

Founded in 1933, Runzheimer connects people, companies and their vehicles in ways that drive superior productivity and impactful business intelligence. We provide expertise, technology and world class customer service that empowers companies to move their businesses forward with confidence. As a result, our customers are able to better manage cost, reduce business risk and increase employee satisfaction in the mobile workplace. Runzheimer is the leader in workforce mobility programs, designing and delivering business vehicle programs, relocation information services and business expense solutions. We are highly renowned and recognized for our market leading service delivery focus, an integral part of our corporate culture.



# Runzheimer

info@runzheimer.com  
800.558.1702  
runzheimer.com

Copyright © 2017 Runzheimer