



5.60.018-AD Relocation Expenses

Portland Public Schools may offer to pay relocation expenses for a candidate and reimburse relocation expenses up to a maximum on the conditions outlined below.

1. Conditions under which relocation expenses may be reimbursed are as follows:

- a. District must have offered relocation expenses when making the candidate a job offer and candidate must have accepted the offer of employment.
- b. Distance from candidate's household at the time of the job offer to Portland, Oregon is 50 miles or more.
- c. Expenditures must be eligible for reimbursement consistent with IRS Publication 521.
- d. Candidate must meet all procedures outlined in the HR Relocation Procedure document, including obtaining proper authorization, and submitting the request for reimbursement within specified timelines.

2. Total expenditure for relocation may be up to, but not exceed a maximum of \$5,000.

3. Authorization for relocation expense reimbursement eligibility must be approved in advance, in writing, by the Superintendent, or designee. Any deviation from the maximum amount specified herein must be approved by the Superintendent.

4. Should candidate leave employment prior to 39 weeks of work, any relocation reimbursements paid to the candidate will be included as income on a form W-2 or 1099, whichever is applicable.

Approved 3/2005, Amended 8/2014; 5/2017