

A photograph of a smiling couple moving into a new home. The woman in the foreground is holding a red chair, and the man behind her is carrying a basket. They are surrounded by moving boxes and a potted plant.

## TEMPORARY ASSIGNMENT METHODOLOGY

# Relocation Information

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 & Budget Data for Work Assignments Less than One Year**

The Motus Localize™ 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.



### 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.

## How it Works



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



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



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



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

# Temporary Assignment Report



## Temporary Assignment Report

Prepared for: ABC Corporation  
Distance: 891 MI / 1,434 KM  
Currency: US Dollar (\$)  
Exchange Rate: USD (\$) 1 = USD (\$) 1

Report Date: 2024-06-20  
File# / Identifier: Temporary Assignment  
Assignment Family size: 1 Adults & 0 Children  
Policy: 12 Month Assignment - Sample  
Home Location: Tampa, FL  
Assignment Location: Washington DC  
Housing Type: Unfurnished Apartment  
Commutation: Monthly

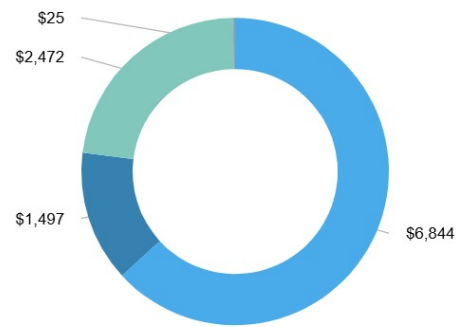
### Costs Summary

Total Monthly Cost  
**\$10,838**  
US Dollar

Total One-Time Cost  
**\$1,754**  
US Dollar

- Housing
- Household Operations
- Travel
- Additional Allowances

Washington DC



### Monthly Cost

Housing	\$ 6,844
Household Operations	\$ 1,497
Travel	\$ 2,472
Additional Allowances	\$ 25
<b>Total - US Dollar</b>	<b>\$ 10,838</b>

### One-Time Cost

Installation & Delivery Fees	\$395
Security Deposits	\$859
Misc. Expense Allowance	\$500
<b>Total - US Dollar</b>	<b>\$1,754</b>

# Temporary Assignment Report



Housing	Monthly
Monthly Rent*	\$5,245
Utilities	\$168
Renter's Insurance	\$8
Cable/Internet	\$200
Furniture & Electronics Rental	\$859
Housewares Rental	\$364
Subtotal - US Dollar	\$6,844

Household Operations	Monthly
Groceries*	\$235
Restaurants*	\$1,209
Laundry	\$53
Subtotal - US Dollar	\$1,497

Travel	Monthly
Commutation Trips	\$322
Car Rental	\$2,150
Subtotal - US Dollar	\$2,472

Additional Allowances	Monthly
Office Supply Allowance	\$25
Subtotal - US Dollar	\$25

\*Based on company policy, this cost component may be family size sensitive.

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# Make the Best Use of Your Relocation Budget

LEARN MORE ABOUT MOTUS LOCALIZE



Motus Localize™, a product line of Motus, simplifies the relocation, business travel and temporary assignment reimbursement process by delivering cost insights for any location to help corporations compensate employees fairly and accurately. With comprehensive and geographically sensitive intelligence, powered by our unmatched pool of data refined over 80 years, Motus Localize™ ensures that corporations attract and retain the best talent.

For more information, please visit [www.motus.com](http://www.motus.com) or connect with us on [X](#), [Facebook](#), [Instagram](#), or [LinkedIn](#).