

Global Mobility Toolkit Checklist

- ✓ Policy(ies) by type of relocation (domestic, international)
- ✓ Agreement (signed by employee and company)
 - Termination -- payback clause
- ✓ Compensation
 - home, host or HQ
 - split pay delivery
 - incentives, bonuses, allowances
 - expatriate compensation tables (COLA, hypo taxes, hardship, FX rates) and updates (quarterly, semi-annual, annual)
 - expatriate compensation statement
- ✓ Cost estimate template including an estimate of all costs involved in relocation used for management approval/finance accruals
- ✓ Define the relocation initiation processes
- ✓ Define relocation approval process (line manager, VP, CFO, CEO, etc.)
- ✓ Determine technology and process for tracking all relocation and assignment status plus reporting needs
- ✓ Host health insurance for international relocations (daily, hospitalization, emergency evacuation)
- ✓ Decide of program will be managed in-house, co-sourced or fully out-sourced
- ✓ Select suppliers (based on benefits provided)
 - leverage existing suppliers

~~ Contact me for a complimentary consultation ~~

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