



# RELOCATION INFORMATION

for \_\_\_\_\_

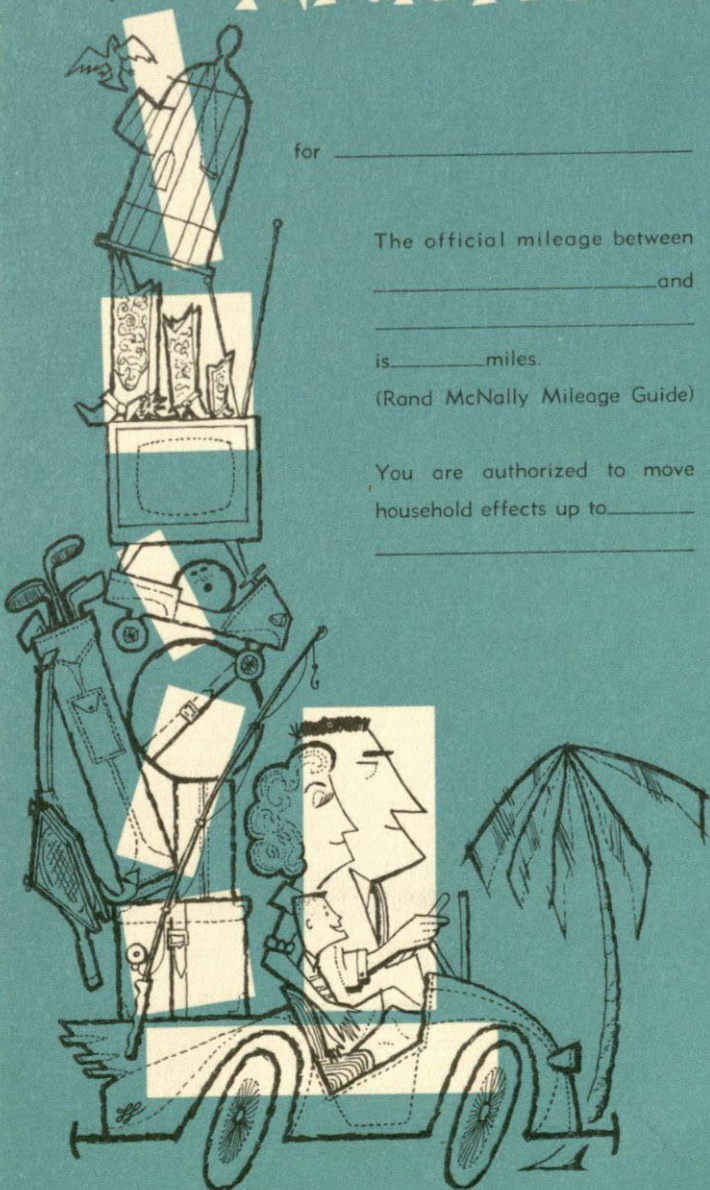
The official mileage between

\_\_\_\_\_ and

is \_\_\_\_\_ miles.

(Rand McNally Mileage Guide)

You are authorized to move  
household effects up to \_\_\_\_\_



## MARTIN



**PERSONAL TRAVEL:** If you drive, you will be paid \$.08 a mile for the mileage from your city of residence. If a second car is driven, you will be paid an additional \$.08 a mile. To assist you in meeting additional travel expenses you will also receive a \$10.00 allowance for the first 350 completed miles of travel and \$5.00 for each additional 175 mile unit of travel completed. Dependents, as defined by the Bureau of Internal Revenue, who are members of your household and who accompany you will receive a \$5.00 allowance for the first 350 completed miles of travel and \$2.50 for each additional 175 mile unit of travel completed. All reimbursements are based on mileage charts in the Rand McNally travel guide.

If you or members of your family travel by public transportation, reimbursement will be made for actual cost of tickets covering most direct route. No additional travel expense allowances are authorized if travel is by public transportation.

**MOVEMENT OF FURNITURE:** After we have been notified that you will accept our offer, we will assign an approved moving company to move your household goods. The moving companies that we use have been selected by virtue of their nation-wide service, expeditious handling of household goods and rapid adjustment of damage claims. A representative of this moving company will contact you to help you plan your shipment.

The mover will pack goods prior to shipment and unpack at destination. You should keep a record of the goods shipped and note any shortage or damage on the bill of lading, prior to signing. Any problems involving unsettled claims should be immediately reported to our Traffic Department.

The Martin Company will reimburse the mover for the movement of normal household effects, up to the authorized weight, from your old residence to your new one. Furniture storage charges at one location for a period of thirty days, and furniture insurance of \$1.00 per pound of actual weight, not to exceed the authorized weight allowances, will also be paid. You may increase this coverage at your own expense with the carrier at the time of booking.

Payment will not be made for moving by unauthorized carriers nor for additional charges resulting from split or expedited shipments. Shipments of dogs, boats, pets and other items not normally considered household furniture will not be paid for by The Martin Company.

Charges in excess of those authorized by The Martin Company will be paid by the Company and billed back to you on a payroll deduction basis. Such costs as charges for weight in excess of authorized poundage, excess insurance and

other items not specifically mentioned in this folder will be included as excess charges. An allowance of up to \$10.00 will be authorized for disconnecting appliances at your old home and up to \$10.00 for reconnecting them at your new home. This allowance will be paid on the presentation of receipted bills.

**TRAILERS:** An allowance for actual cost not to exceed \$.50 per mile will be authorized for the movement of house trailers (including your household goods therein) by a certified trailer mover selected by the Company. Or you may haul your house trailer and receive \$.20 per mile plus \$.08 per mile for your automobile. All reimbursements for trailer expenses are in lieu of other authorized moving expenses.

**REIMBURSEMENT:** Claims may be made after you have reported for work. Actual reimbursement is ordinarily made within two days. In the event of voluntary termination within 90 days of employment, you will be required to refund all monies paid on your behalf, unless the reason for termination is military service.

**TAXES:** The Bureau of Internal Revenue has recently ruled that payments of interviewing, travel and relocation expenses to, or in behalf of new employees, are income and all companies making such payments must deduct withholding taxes from these payments. A payroll deduction schedule will be established on your arrival.

**HOUSING:** There is a wide range of homes, both for sale and for rent, in the Orlando area. Our housing office will be pleased to assist you.

**AUTO REGISTRATION:** Florida law requires that an automobile operator's permit and Florida license tags be obtained within 24 hours after you start to work.

Auto tag registration is obtained at 22 South Main Street, Orlando, or at 1222 Orange Avenue, Winter Park, Monday through Friday, 9:00 a.m. to 4:30 p.m.

**REPORTING:** Report to the Personnel Lobby in the Personnel Building at 8:00 a.m. on your reporting date. If you should have any questions after you arrive in the Orlando area, call us at CH 1-2411, extension 2081 or 2082.

**PHYSICAL EXAMINATION:** An employment offer is contingent upon your passing a physical examination which will be subject to review by our resident physician. Have your physician complete the attached medical form and return it to us without delay. If the examination discloses



any condition which may be disqualifying or any deviation from normal, you should call us immediately for a determination of acceptance or non-acceptance prior to making relocation arrangements. Reimbursement for cost of physical examination will be paid up to \$10.00.

**CITIZENSHIP PROOF:** U. S. born citizens must bring proof of citizenship; i.e., birth certificate, passport, or discharge papers. Naturalized citizens must bring naturalization papers or a certificate of derivative citizenship.

**SECURITY QUESTIONNAIRE:** Please complete the attached form DD48 (Personnel Security Questionnaire) and form DD48-1 (Certificate of Non-affiliation with Certain Organizations) per attached instruction sheet, and return to us immediately. This must be done in order that we may set up your file for the proper security clearance prior to the time you report for work. Unless we have these forms in correct detail when you arrive, it may not be possible for you to start on the day you report.

## CHECK LIST:

### *Before you arrive . . .*

- Call us collect with your acceptance of our offer.
- Be sure we receive report of physical examination. Call us collect if there are any questionable items.
- Send us Personnel Security Questionnaire—DD48—One copy (pencil draft acceptable).
- Send us Certificate of Non-affiliation—DD48-1—one copy.
- Call us collect if mover does not contact you within a reasonable time after notifying us of acceptance of offer.

### *Bring with you . . .*

- Proof of citizenship.
- Pension and insurance agreements.
- Receipted transportation tickets.
- Social security card.
- Withholding tax forms.

