

STUDENT INTERN RELOCATION BENEFIT REQUEST FORM

Instructions for New Hire, Re-hire or Year-round Intern returning to Sandia work site from remote location: Review eligibility criteria below. If you believe that you may be eligible to receive relocation benefits from Sandia, complete and sign this form, then return to the CA or NM Student Intern Programs office.

Sandia's Relocation Benefits (Chapter 2) only apply to new, rehired, or current student intern employees returning to or from a Sandia National Laboratories work site from a remote location for a continuous minimum period of 45 days.

ELIGIBILITY CRITERIA

You may be eligible to receive relocation benefits from Sandia if

- Your academic/school address and permanent address are both located greater than 50 miles from the Sandia work site location.
- Your on-site work assignment at a Sandia location is for a continuous period of at least 45 days.

You are not eligible to receive relocation benefits from Sandia if

- Your academic/school address is less than 50 miles from the Sandia work site location.
- or -
- Your permanent address is located less than 50 miles from the Sandia work site location.
- or -
- Your on-site work assignment at a Sandia location will not be for a continuous period of at least 45 days

REQUIRED INFORMATION

Name:		Phone:		Email:	
<i>Summer/Co-op/Academic Interns Only</i>			<i>Yr-Rnd Telecommuting or Virtual Work Interns Only</i>		
Tentative Internship End Date: (Last day physically working at Sandia)		Date leaving the Sandia work site: (Date physically leaving the Sandia site, i.e. at end of upcoming summer)			

Yes No I will be at a Sandia work site for a continuous period of 45 days per the date provided above.

	School/Academic Residence Address	Permanent Address
Address 1		
Address 2		
City		
State		
Zip Code		
Select Your Departure Address	<input type="checkbox"/>	<input type="checkbox"/>

Student Acknowledgement: I certify that the information stated on this form is correct and complete to best of my knowledge. I understand that Sandia's Human Resources personnel will determine relocation benefits eligibility based on the information I have provided on this form. I understand that giving false or misleading information may result in disqualification for relocation benefits eligibility, being withdrawn from consideration for employment, or termination of employment, at the sole discretion of Sandia National Laboratories.

Signature

Date

Return the completed, signed form to Sandia Student Intern Programs office in California (CA) or New Mexico (NM). If approved, you will be contacted by a representative from TRC Global Services.

Student Intern Relocation Benefits: **FREQUENTLY ASKED QUESTIONS**

For complete information regarding Sandia's relocation benefits for eligible student interns, please refer to Sandia's Corporate Procedure: HR100.1.8 Relocate Employees, Chapter 2 of Sandia's Relocation Manual, available through TRC Global Mobility, at 800/783-5337.

1. **What is meant by "permanent" or "home address"?**
 - a. This is the address you list as an enduring, home location where you could be contacted or where you would direct official correspondence. Often, this is a parent or guardian home address.
2. **What is meant by "academic/school address"?**
 - a. This is the temporary address where you reside during the academic school year to attend school and/or perform research related to your thesis. Often, this is a residence hall or apartment address.
3. **Do I have to apply for relocation benefits or are they automatically available?**
 - a. You must apply for relocation benefits and your eligibility must be confirmed before Sandia initiates your relocation benefits and arrangements with TRC Global Mobility.
4. **What are the eligibility criteria?**
 - a. Eligibility is determined by Sandia's Human Resources personnel, in accordance with Sandia's Corporate Procedure referenced above. Students must be working at a Sandia National Laboratories (*also referred to as Sandia*) work site from a remote location for a continuous minimum period of 45 days.

Generally, a student intern is eligible if:

Student's academic/school address and permanent address are both located greater than 50 miles from the Sandia work site location.

Example A: Student attends school at MIT in Boston, MA. Student's permanent home address is Seattle, WA. Student accepts summer internship at Sandia's Albuquerque New Mexico site. Student's academic/school address and her permanent home address are both greater than 50 miles from the Sandia work site location; therefore, she is eligible to receive relocation benefits.

Example B: Student attends school at MIT in Boston. Student's permanent home address is Seattle, WA. Student is a year-round intern, working under a Telecommute or Virtual Work Agreement while at MIT. Student returns to Sandia's Albuquerque, NM work site to work during the summer, at the request of management, to intern full-time, at which point the Telecommute or Virtual Work agreement is terminated. She is eligible to receive relocation benefits to the New Mexico work site location and to return to school at the end of the summer.

Student intern is not eligible if:

Student's academic/school address is less than 50 miles from the Sandia work site location.

Example C: Student's permanent home address is Seattle, WA. Student attends school at UC Berkeley. Student accepts summer internship at Sandia Livermore site. Student's academic/school address is less than 50 miles from the Sandia work site location; therefore, she is ineligible to receive relocation benefits.

-or-

Student's permanent address is located less than 50 miles from the Sandia work site location.

Example D: Student's permanent home address is Berkeley, CA. Student attends school at MIT in Boston, MA. Student accepts summer internship at Sandia Livermore site. Student's permanent home address is less than 50 miles from the Sandia work site location; therefore, he is ineligible to receive relocation benefits.

5. **What is TRC Global Mobility (TRC)?**
 - a. TRC Global Mobility is Sandia's third party relocation services company that coordinates relocation travel for student intern assignments.
6. **Whom do I contact if I have questions about my eligibility for relocation benefits?**
 - a. Contact your Sandia Student Intern Programs HR representative at the CA or NM office.
7. **What relocation costs are covered, typically?**
 - a. Eligible students may be reimbursed for travel costs (i.e. air fare, mileage) in accordance with Sandia policy to and from the Sandia site location. Students may also be reimbursed for shipment of a limited amount of personal items. For more information, please consult with a TRC Global Mobility representative. Students are responsible for securing and paying for their own housing during the internship.
8. **Whom do I contact if I have questions about my relocation travel, other arrangements or reimbursement?**
 - a. For questions regarding relocation travel, logistics, expense vouchers and reimbursement process, contact TRC Global Mobility, at 800/783-5337.