

CONTRACT ASSISTANT PAGE 1

Terms to check		Guideline
1	Compensation	
	home/host based pay	Salary based on home or host country pay structure/ verify your re-entry level
	performance based pay (bonus)	cash bonuses, stock option grants: check if policy is home or host country based
	discretionary income	to pay e.g. your mortgage and pension contributions in your home country's currency
2	Tax Reimbursement	
	one-time tax adjustment	check with tax consultant
	tax protection	check with tax consultant
	tax equalization	check with tax consultant
3	Incentive allowance	
	Area allowance	hardship + danger+ foreign service premium: depends on company policy and risk factors
	hardship allowance	5% - 25% of basic salary paid as net allowance
	danger pay	15- 25% of base pay
	foreign service premium	depending on regional risk and only granted on long-term assignments
4	Cost of living allowance (COLA)	
	standard home-based index	depends on company policy
	cost-effective home-based index	depends on company policy
	cost-effective international index	depends on company policy
5	Look+See trip expenses	
	medical costs	vaccinations and medication
	travel and daily	travel class and per diem allowance depend on company policy

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Terms to check		Guideline
6	Relocation costs during transition	
	temporary living cost	usually travel expense allowance policy applies
	prior to departure	daily allowance for accommodation, etc. up to 14 days
	upon arrival	usually travel expense allowance policy applies up to 60 days
	prior to repatriation	travel expense allowance policy applies or individual arrangement up to 14 days
	upon return to home country	individual arrangement up to 60 days until moving into new home
	shipment and storage	shipment and storage, air freight allowance or excessive luggage expenses
	terminate home storage on return	time frame of up to 60 days
	documentation expenses	cost for translating and certifying documents in connection with your move/immigration
	transfer	ideally business flights with higher luggage allowance
	pets to and from	shipment costs, kennel, quarantine costs, inoculations
7	Home Leaving Costs	
	renting a home	lease termination penalty coverage, loss of security deposit
	selling home	home sale assistance, taxation advice, marketing assistance, loss-on-sale assistance,
	buying home on return	financial assistance for home purchase when repatriating, e.g. estate agent
	renting out your home	tenant search cost, property management fees, loss of rent versus mortgage
	home remains vacant	increased insurance premium, maintenance, custody expenses
8	Home search cost	
	relocation company/estate agent	professional help to relocate you to host/home country, Home search assistance
	settling-in allowance	lump-sum or on receipt reimbursement for curtains and tropical clothing
	utility goods allowance	lump-sum or on receipt reimbursement for standard goods: washer, dryer, oven, fridge
9	Cultural and Language Adjustment	
	cultural seminars	all family members
	business etiquette	the employee
	language courses	all family members

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Terms to check		Guideline
10	General Cost of Living	
	housing allowance	according to company policy and position
	house deductible	according to company policy
	home utility costs	electricity, gas, water bills according to company policy
	lease signing	check personal taxation impact in case of a company lease
	servant's allowance	according to company policy
	gardener allowance	seldom granted
	security guard allowance	depends on country's Safety requirements, not unusual in Asia
	car allowance	usually company car according to status including maintenance and running cost
	driver allowance	depends on host country practise, driver employed by company
	Club membership	for business reasons only or if hardship country
11	Education Expenses	
	accompanying children	Kindergarten, elementary, secondary schools
	children boarding	tuition and boarding + family reunion travel expenses
	children with special needs	reimbursement of all expenses for Education and care
	children at university	family reunion travel expenses
	foreign language tuition	not applicable if instruction language is mother tongue
	additional tuition	extra tuition required for child's integration
	dual career assistance	job search, career advice or professional/vocational training
	childcare allowance	day-care allowance in case of dual careers

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Terms to check		Guideline
12	Medical/Benefit Cost	
	medical check-ups	all family members, check country requirements
	vaccinations	all family members
	medical insurance	check company policy
	emergency cover	evacuation, travel expense for family member of patient
	death overseas	treated like end of assignment, repatriation expenses
	social security contribution abroad	check requirements and benefits
	Social security contribution at home	continue if possible, keep track of entitlement
	retirement plans	check difference between home and overseas policy of corporate pension scheme
	life insurance	according to company policy
	accident insurance	according to company policy
	dreaded disease insurance	according to company policy
13	Other Considerations	
	family reunion leave	for boarding/studying children/senior relatives
	hardship leave	additional leave for hardship countries
	home leave	reimbursement round trip fare and travel expenses for all family members
	vacation	according to company policy
	emergency leave	funeral leave, critical illness of relatives, accidents
	public holiday regulation	based on home or host country custom
	working hours	usually according to host country custom
	termination	check laws on severance payments of home and host country
	retrenchment	reimbursement of repatriation expenses
	dismissal	some countries require employer to cover repatriation cost (visa regulation)
	resignation	some countries require employer to cover repatriation cost (visa regulation)
	emergency evacuation	travel and living expenses treated as business trip depending on duration
	returning to home career	consider career path on repatriation