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Parent Policy: [Recruitment Policy](#)

Moving and Relocation Expenses Procedure

Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	Board Human Resources and Compensation Committee (BHRCC)
Scope:	Compliance with this University policy extends to all academic and excluded staff, as outlined and defined in the Recruitment Policy (Appendix A : Definitions and Categories)

Overview

The University may assist with the arrangements and expenses connected with the relocation of new staff members to take up employment at the University of Alberta. Expenses incurred may be paid directly by the University or reimbursed to the staff member on a non-taxable basis.

Purpose

This procedure outlines the allowable travel and relocation expenses to assist new staff members and their **spouse/partner** and **dependent children** in moving from their **current primary residence** to their new residence.

PROCEDURE

1. ELIGIBILITY FOR RELOCATION

Academic and excluded staff members hired on continuing or **contingent** appointments may be provided with travel and relocation assistance, at the discretion of the hiring unit.

2. EXCLUSIONS

This procedure does not cover:

- a. any travel or relocation for staff members who are already residing within 50 kilometers of the University of Alberta.
- b. the movement between University of Alberta campuses.
- c. expenses incurred for the relocation of an office, laboratory, library, scholarly collection or research equipment.
- d. moving expenses pertaining to a secondary location.

The Faculty and/or Department may cover items excluded by this procedure in accordance with Canada Revenue Agency (CRA) guidelines.

3. RELOCATON OF HOUSEHOLD POSSESSIONS AND PERSONAL EFFECTS

Staff members will be provided a weight allowance for removal of **household items** from their **current primary residence**, which includes packing, loading, shipping and unloading based on the number of family members being relocated and the most economical method. If the weight of the household items exceeds the allowance, the staff member is responsible for the extra costs. Moving companies will be selected from a list provided bythe University.

If a private automobile is being shipped, the cost may be covered under the maximum weight allowance. However, any expenses in excess of the weight allowance will be the responsibility of the staff member.

Number of Family Members Relocating	Maximum Weight Allowance of Household Goods
Staff member	2,724 kg (6,000 lbs)
Staff member coming with spouse/partner	4,550 kg (10,000 lbs)
Staff member coming with dependent children	2,724 kg (6,000 lbs), plus 455 kg (1,000 lbs) for each dependent
Staff member coming with spouse/partner and dependent children	4,550 kg (10,000 lbs), plus 455 kg (1,000 lbs) for each dependent
Staff member and spouse/partner both appointed to academic staff positions	5,448 kg (12,000 lbs), plus 455 kg (1,000 lbs) for each dependent

4. TRAVEL AND ACCOMMODATION FOR HOUSE HUNTING TRIP AND TERMINAL TRIP

- a. House Hunting Trip: The University will cover the cost of air travel, up to economy airfare by the most direct route, for two family members and reasonable hotel accommodation up to a maximum of four nights.
- b. Terminal Trip: The University will cover the cost of air travel, up to economy airfare by the most direct route, for staff member, spouse/partner and dependent children.

If a staff member chooses to drive their private automobile by the most direct route, the University will reimburse fuel expenses and reasonable hotel accommodation up to two nights, upon submission of **original receipts**. If staff members take extra travel time for personal reasons, they will bear the extra fuel costs and hotel accommodation.

5. MOVING ALLOWANCE

Depending on location of **current primary residence**, a moving allowance will be provided to cover **incidental moving expenses**. This is a non-taxable reimbursement of expenses that staff members incur because of the move.

- a. \$500 within Canada
- b. \$650 outside of Canada

Staff members have to certify in writing that they incurred expenses for at least the amount of the allowance.

6. EARLY RESIGNATION FROM APPOINTMENT

A staff member who voluntarily leaves the service of the University before rendering 24 months service will be required to refund a portion of the removal expenses that the University has reimbursed:

- a. Each month's regular service (exclusive of leave periods) will be considered as discharging 1/24th of the obligation.
- b. In cases where probationary periods are less than 24 months, the obligation will be discharged in a proportionally shorter period. If the person is appointed with tenure, 12 months of service will discharge the obligation to the University; if such a person leaves the University prior to having served 12 months, the obligation will be reduced proportionally with each month served.

7. VARIANCES TO THIS PROCEDURE

Advance authorization by the Provost and Vice-President (Academic) or Vice-President (Finance and Administration) is required for any variances to this procedure.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲Top	
Spouse/Partner	The staff member's spouse to whom the staff member is lawfully married as evidenced by a legally certified document of marriage OR the staff member's common-law spouse (opposite or same sex) who has been living with the staff member for a continuous period of at least two years (signed declaration) and who has been publicly represented by the staff member as their spouse.
Dependent Children	Any unmarried child of the staff member, including a step-child, adopted child or foster child, who is chiefly dependent upon the staff member for support and maintenance, and who is eligible as a dependent under the Alberta Health Care Act or a similar Act in another province of Canada; or who is a dependent of another person but for whom the staff member is chiefly responsible for support and maintenance pursuant to a separation agreement, maintenance agreement, court order, or similar arrangement; and who is under 21 years of age, or who is over 21 but under 25 years of age and is a registered student in full-time attendance at a university or similar institution of learning, or who is 21 years of age or over and is financially dependent upon the staff member because of physical or mental disabilities.
Current Primary Residence	The residence at which the staff member ordinarily resided before the relocation.
Contingent	Faculty members who have appointments where continuation of appointment is contingent upon the continued funding of salary and benefits from an external granting agency.
Household Items	Items which are necessary to re-establish the staff member's household, including stored items.
Original Receipts	The detailed receipt provided by the merchant/supplier. An original VISA or MasterCard chit is not considered the original receipt.
Incidental Moving Expenses	Expenses deemed a non-taxable benefit by CRA such as meals, vehicle rental, taxi fares, child and pet-care expenses, charges and fees to disconnect/re-connect services.

FORMS

There are no forms for this Procedure. [▲Top](#)

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