

# RELOCATION ALLOWANCE POLICY

POLICY No.:	021
SCOPE:	All Faculty, Administrative and Support Staff
EFFECTIVE DATE:	January 2008

## REGULATIONS:

These regulations establish the limits or maximum expenditures that will be allowed.

Payment will be made on the basis of actual receipted expenses within these limits. Where individuals travel or relocate at a standard higher than the limits allow, extra costs incurred remain their responsibility.

Claimants are expected to use the most economical form of travel. In this regard, the University reserves the right to make a determination of what it considers to be legitimate expenses.

The University will not advance funds for relocation or employment travel expenses.

Relocation and employment travel expenses will only be paid when the University has received formal notification of acceptance of a contract of employment.

Normally, the reimbursement will be made on the basis of the permanent residence of the individual.

Where the last contract of employment is in a different location, payment will be based on it.

Relocation expense payment will be restricted to such charges as travel (by auto or public carrier), household moving expenses and other costs directly related to the relocation of the individual and his or her immediate family.

Employment travel expenses will be restricted to travel (auto or by public carrier) and board and lodging costs during travel.

For Limited One Year Contract and Initial Three Year Contract appointments, reimbursement of travel expenses is limited to one-way travel to Halifax.

## REIMBURSEMENT LIMITS:

### 1. Relocation Reimbursement Limits

Faculty or Librarian Full Time Appointments Vouchered expenses to a maximum of \$4,500.00.

### 2. Employment Travel Limits

#### **Sessional Appointments:**

Vouchered expenses to a maximum of \$2,000.00

#### **Summer Employment Contracts:**

Vouchered expenses to a maximum of \$1,000.00

### 3. **Other Employment Contract Limits**

In the case of employees applying to the University for an administrative appointment, the University will consider claims for reimbursement of relocation expenses on a case by case basis. \*

**\* Relocation expenses for this category will not in any case exceed the limits as set out under 1, above.**