

Guidelines for the Reimbursement of Moving Expenses

These guidelines are to be used in relation to the relocation of core faculty to the local area. Specific arrangements must be approved by the Office of the Provost before being offered to the candidate.

1. The University will reimburse reasonable moving expenses as outlined by Canada Revenue Agency Guidelines and the faculty members hiring contract. Claims are not normally accepted later than nine months after initial appointment date.
2. Eligible moving expenses include:
 - (a) travelling costs, including airfare, meals, lodging and vehicle expenses, in the course of moving the faculty member and members of the household (actual receipts or current per diem rates);
 - (b) transportation and short-term storage costs for household effects (including automobile shipment but excluding items such as boats and trailers) and car rental until the faculty member's car has been received;
 - (c) costs for up to 15 days of meals and temporary accommodation near either new or old residence;
 - (d) costs of cancelling a lease for the old residence;
 - (e) utility connections and disconnections;
 - (f) legal costs for the sale of the faculty member's primary residence (excluding advertising, real estate commissions, mortgage prepayment or discharge fees incurred on the sale, expenses for work done to make the property more saleable, and any loss incurred on the sale, legal fees in respect of the purchase of the faculty member's new residence, and any tax, fee or duty imposed on the transfer, or registration of title to the new residence);
 - (g) three-months' interim University Health Insurance Plan coverage for the faculty member and members of the household until Ontario Health Insurance Plan coverage begins;
 - (h) legal costs to obtain work permits and immigration documents for the faculty member and members of the household; and
 - (i) costs of revising legal documents to reflect the address of the faculty member's new residence and replacing drivers' licenses.
3. The individual faculty member must obtain written estimates of the furniture and automobile shipment expenses and submit them to the Office of the Provost, which will either authorize the faculty member to proceed or will suggest other more cost effective alternatives. Faculty members are encouraged to consult the web site of the Canadian Association of University Business Officers (http://www.caubo.ca/pr/agreements_moving_e.cfm) for possible discount rates for movers and car rentals.

4. House-hunting expenses are considered a recruitment cost and should be discussed with the Dean of the Faculty.
5. In the event that the faculty member resigns within two years after the date of hire, the individual will be responsible for reimbursing the University, on a pro-rata basis, for moving expenses paid on their behalf (e.g., for someone who leaves after 6 months service must reimburse 75% of the expenses paid, for someone who leaves after one year of service must reimburse 50% of the expenses paid).
6. Faculty members are advised to pre-consult with the Office of Provost before incurring any expense to determine their eligibility.

Office of the Provost, May 2009