

FACULTY OF HEALTH SCIENCES MOVING ALLOWANCE POLICY

1. General

The Faculty of Health Sciences will contribute towards a new faculty member's expenses when relocating to Kingston from a distance of more than forty (40) kilometres in accordance with the policy outlined below.

2. Eligible Expenses

2.1 Travel

These costs will be covered if one of the following methods is used:

- 2.11 Economy air, first class rail with roomette or berth, or tourist rate ocean passage for each member of the family; in addition, reasonable costs of meals and lodging en route.
- 2.12 Private Automobile at **\$.55/km** (effective Apr.1/12) by the most direct route; in addition, reasonable costs of meals and lodging en route.
- 2.13 Lodging en route may include lodging for one day after arrival.

2.2 Furniture and Household Effects

Reasonable costs of packing, unpacking, insurance, and shipping.

2.3 Maximum Moving Allowance

The maximum Moving Allowance from any geographic location, including both personal travel and the moving of furniture and household effects, **shall not exceed the allowance stated in your appointment letter.**

3. Request for a Moving Allowance Advance

A Moving Allowance Advance not exceeding 80% of the estimated allowance can be made available to a new staff member if **(1)** the offer of appointment has been signed and returned; and **(2)** a staff number has been assigned*.

A written request, with an estimate of the expenses within the terms of the policy outlined above, must be submitted to the Office of the Assistant Dean, Operations & Finance, Room 217 Botterell Hall, Queen's University, Kingston, Ontario, K7L 3N6. The cheque will be forwarded to a designated address or may be picked up at an agreed upon location on arrival in Kingston.

4. Submission and Validation of Claim for Expenses

- 4.1 A Statement of Moving Expenses on the attached form must be submitted to the departmental office for forwarding to the Office of the Assistant Dean, Operations & Finance as soon as possible after arrival in Kingston. Original receipts are necessary to establish that the Moving Allowance is not subject to income tax.
- 4.2 If eligible expenses exceed the Advance, a cheque will be mailed to you; if the eligible expenses are less than the Advance, your cheque for the difference should accompany the Statement of Moving Expenses.

* Requires a valid Social Insurance Number and date of birth. Those who are not Canadian citizens or who do not hold permanent resident status will also be required to have a valid Work Permit and confirmation that application has been made to the University Health Insurance Plan (UHIP).

**FACULTY OF HEALTH SCIENCES
STATEMENT OF MOVING EXPENSES**

NAME (Please print)	DEPARTMENT	FACULTY OR SCHOOL
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<u>Moving From</u> CITY OR TOWN	STATE OR PROVINCE	COUNTRY
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TRAVEL DATES

<u>SPOUSE</u>	<u>Additional Members of the Traveling Party</u>				OFFICE USE
	<u>CHILDREN</u>	<u>Number</u>			
<u>TRAVEL</u>					
1. *Airfare				\$ _____	
2. *Rail fare				\$ _____	
3. *Roomette or Berth				\$ _____	
4. *Ship				\$ _____	
5. Car _____ kms @ .55/km				\$ _____	
6. *Meals en route (Receipts are required)				\$ _____	
7. *Lodging en route (to day of arrival)				\$ _____	
8. *Other Expenses (specify on reverse)				\$ _____	
9. TOTAL Travel Costs				\$ _____	
<u>FURNITURE AND HOUSEHOLD EFFECTS</u>					
10. *Total Cost				\$ _____	
11. Total Claim (9+ 10)				\$ _____	
12. Advance, if received \$ _____					
13. Balance Returned (if 11 is less than 12) Please attach cheque				\$ _____	
14. Balance Claimed (if 11 exceeds 12)				\$ _____	

SIGNATURE _____ **DATE** _____

**Please attach original receipts to support claims for moving furniture and household effects and other major items of expense indicated by an asterisk. Original receipts are required to establish that the Moving Allowance is not subject to income tax.*