**RELOCATION REIMBURSEMENT CLAIM FORM:**

**(Policy HR6: Relocation of Faculty Members and Senior Management Staff)**

Name:       Employee ID:

Faculty or Department:       Start Date:

Job Title:       Duration of Employment:

Date of Relocation:       Pick-Up/Load Date:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous residence (City, Country):

Accompanying family: [ ]  Spouse/Common-law Spouse

[ ]  Dependants # of Dependants:

**Previous Relocation Claim Reimbursement from Policy HR6:**

[ ]  Yes Journal Number(s):

 Total amount reimbursed2: $

[ ]  No, this is a new request for reimbursement.

Salary Source: [ ]  General Purpose Operating Funds (GPOF) – FD000

 [ ]  Grant or Other1

**Worktag for Reimbursement:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Center** | **Grant/ Gift/ Gift Initiative/ Program/ Project/ Activity** | **Ledger Account** | **Spend Category** |
|       |       |       |       |

|  |  |  |
| --- | --- | --- |
| **Central Relocation Fund Allowances** | **Max Eligible Amount** | **Requested Amount**  |
| General Central Relocation Fund Allowance (includes pre-move house-hunting expenses or post-move temporary lodging expenses)2 | $      | $      |
| Travel Allowance (excludes pre-move house-hunting travel expenses)2 | $      | $      |
| Tax and Financial Advising Services Allowance2 | $      | $      |
| Total Central Relocation Fund Allowances | $      | $      |

Amount of relocation cost, if any, reimbursed by non-GPOF sources2: $

|  |  |
| --- | --- |
| **Taxable Benefits (T4A required)2** | **Requested Amount** |
| Immigration Fee | $      |
| Tax and Financial Advising Services | $      |
| Other | $      |

**Authorization and Signatures:**

I hereby certify that the following Relocation claim is in accordance with UBC Policy [HR6](https://universitycounsel.ubc.ca/policies/relocation-policy/):

Administrative Head of Unit’s Printed Name:

Administrative Head of Unit’s Signature:

Date:       Direct inquiries to:

**Notes:**

1 If source of funding is not paid by GPOF, then the source of funding is expected to be the “first payer” of eligible relocation expenses up to the amount permitted by the non-GPOF source. Non-GPOF sources may request reimbursement from Central Relocation Fund for up to the shortfall amount or the eligible Central Relocation Fund allowance.

2 Currency is in Canadian dollars. If expense is in US dollars or another foreign currency, please calculate in Canadian dollars.

**Questions:**

* **Reimbursement from Central Relocation Fund**, please direct to:

UBC Vancouver: Relocation Administrator at Relocation.benefits@ubc.ca in Human Resources

UBC Okanagan: Fiona Stirling at fiona.stirling@ubc.ca in Finance Operations

* **Relocation Policy HR6**, please direct to UBC Human Resources:

Relocation Administrator at Relocation.benefits@ubc.ca

* **Purchase Requisitions or Purchase Orders:**

For queries on training (e.g. how to create requisition): [Integrated Service Centre](https://isc.ubc.ca/) (ISC).

For queries on support (e.g. status of requisition/PO): [Procurement Partner](https://finance.ubc.ca/procure-pay/need-assistance) in Financial Operations.