**RELOCATION REIMBURSEMENT CLAIM FORM:**

**(Policy #82: 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 #82:**

[ ]  Yes Journal Voucher Number(s):

 Total amount reimbursed2: $

[ ]  No, this is a new request for reimbursement. JV Reference Number(s):

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

 [ ]  Grant or Other1

|  |  |  |
| --- | --- | --- |
| **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 #82 (<http://www.universitycounsel.ubc.ca/policies/policy82.pdf>):

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 : Thomas Straley at thomas.straley@ubc.ca in Financial Operations

UBC Okanagan: Chris Munro at chris.munro@ubc.ca in Finance Operations

* **Relocation Policy #82**, please direct to UBC Human Resources:

**Relocation Administrator:** **Joyce Wei at** **joyce.wei@ubc.ca**

Manager, Benefits: Linda Casey at linda.casey@ubc.ca

* **Purchase Requisitions or Purchase Orders**, please direct to Financial Operations:

Purchase.requisitions@ubc.ca