



---

## Moving Expenses Reimbursement Guidelines

---

### I PURPOSE

The University is committed to recruiting outstanding individuals for faculty and executive positions. Frequently the preferred candidate needs to move to the Durham area in order to accept the offer of a position at UOIT. In order to attract and retain these individuals, the University has implemented the following guidelines to reimburse moving expenses for such recruits.

### II GUIDELINES

The University will reimburse eligible moving expenses for relocation, on the basis of moving expenses allowed by the Canadian Revenue Agency up to the maximum amount that has been offered in the person's letter of offer.

Reasonable expenses are those that are considered to be logical under the circumstances of a particular move. Travel from the old to the new residence is expected to be made via a conventional mode of transportation using the shortest and most direct route available and in the shortest period of time normally required to travel the distance.

In order to be eligible, candidates must be moving at least 40 kilometers from their current principal residence.

House-hunting expenses are considered a recruitment cost rather than a moving expense and should be discussed with the Dean of the Faculty or the relevant Vice-President.

Legal expenses and immigration allowance for work permits and immigration documents for academic appointments are covered in a separate document titled "Academic Appointments – Support for Non-Canadians."

In the event that the faculty or executive staff 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. For example, someone who leaves after 6 months service must reimburse 75% of the expenses paid; someone who leaves after one year of service must reimburse 50% of the expenses paid.

It is understood that in providing financial reimbursement for moving expenses, the University does not assume any liability nor will it be responsible for injury or loss which may arise during or as a result of the appointee moving to work with the University.

### **III PROCEDURES**

Once the move has been completed, the employee must submit an Expense Claim for his/her moving expenses to the Faculty or Department. Claims are not accepted later than nine months after the employee's initial appointment date and must be submitted along with receipts for processing and payment. Reimbursement will not exceed the maximum amount set out in the letter of offer. Expense Forms can be found at [http://uoit.ca/faculty\\_staff/campus\\_services/finance/forms.php](http://uoit.ca/faculty_staff/campus_services/finance/forms.php).

Canada Revenue Agency provisions for eligible moving expenses can be found at <http://www.cra-arc.gc.ca/E/pbg/tf/t1-m/>. The employee is responsible for entering the amount reimbursed on Line 20 of the T1-ME form he/she submits with his/her tax filing.

### **IV REFERENCES**

Faculty and executive staff members are encouraged to consult the web site of the Canadian Association of University Business Officers ([http://www.caubo.ca/supplier\\_contracts/moving](http://www.caubo.ca/supplier_contracts/moving)) for possible discount rates for movers and car rentals.