

FACULTY OF ARTS AND SCIENCE

RELOCATION ALLOWANCE POLICY

The maximum moving allowance for relocations greater than 40 kms is as follows:

For Tenure-track, Tenured, Continuing-track, Continuing,
Continuing Adjunct and Special appointments **\$9,000***

For Non-Renewable, Non-Renewable Replacement, or
Term Adjunct appointments, as outlined below:

| <u>Contract length</u> | <u>Maximum reimbursement</u> |
|--|------------------------------|
| One (1) year | \$1,800* |
| More than (1) year but less than three (3) years | \$2,200* |
| Three (3) years or longer | \$3,300* |

**This limit may be increased in exceptional cases only if approval, in writing and in advance, is given by the Dean.*

The following bona fide moving expenses may be claimed provided the approved limit is not exceeded:

- i. The packing, moving and unpacking of household goods and personal effects.
- ii. The actual cost of transportation by the most economical means, and accommodation when en route for the member and any spouse/partner/ dependents. When travel by car is chosen the most direct route must serve as the basis for the travel claim. The car mileage and meal allowance shall be the same as, and subject to, the same conditions applicable to travel on University business, provided the total does not exceed one-way economy airfare (as per the University "Travel and Related Expenses" Policy available from Financial Services or at <http://www.queensu.ca/secretariat/policies/finance/travel-and-expense-reimbursement-policy>)
- iii. Living expenses reasonably incurred by the member and his/her spouse/partner/dependents for one (1) day at the original place of residence, and for one (1) day in Kingston provided the cost of all relocation expenses does not exceed the approved limit. Exceptions to this provision may be made if approved, in advance and in writing, by the Dean.
- iv. Expenses associated with obtaining immigration approval to take up a position at the University.

Please submit two quotations from moving companies. For information on preferred moving rates visit the Queen's Strategic Procurement Services website at <http://queensu.ca/procurement/preferred-suppliers/moving-relocation-services>. Please be advised that preferred rates do not always equate satisfactory customer service. Further information on moving and other relocation issues can be obtained from Monica Stewart, Faculty

Recruitment and Support Program, at monica.stewart@queensu.ca. Any other expenses directly related to re-location to Kingston must receive prior approval in writing from the Associate Dean in order to be deemed eligible for reimbursement.

Advance on Moving Allowance

A written request together with an estimate of moving expenses within the terms of the policy outlined above should be submitted to the Departmental Administrative Assistant. For any questions, please contact your home Department. A cheque may be forwarded to a designated address or picked up at the Department Office upon arrival in Kingston.

Submission and Validation of Expense Claim

Your moving expenses must be submitted to your home Department as soon as possible after arrival in Kingston. Except in the case of eligible allowances (e.g., mileage) expense claims must be supported by original receipts.

In the case where an advance has been issued:

- i. if eligible expenses exceed the advance, a cheque for the balance of claim will be issued,
- ii. if eligible expenses are less than the advance, a cheque for the difference, payable to Queen's University, must be submitted with your expense receipts.

Expenses associated with obtaining immigration approval should be submitted when the immigration process has been completed. Please submit original receipts along with a summary of your expenses to your Department.