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Name:	Travel – Moving Expenses
Policy Number:	4-3007
Origin:	Financial Services
Approved:	1 October 1991
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Reporting & Audit
Effective Date	1 June 2011
Revision Date(s):	1 March 1993, 1 September 2007, 1 June 2011

Where reimbursement for moving expenses has been approved, the following guidelines apply.

Generally, reimbursement is calculated in accordance with the current provisions for staff relocations as outlined in the Faculty Union Agreement. These include: full economy airfare, or its equivalent, for yourself and your spouse and dependents and the cost of moving your household furnishings from your place of residence direct to metro Halifax up to the maximum amount allowed. Any exceptions to the above guidelines require the prior approval of the President.

The reimbursement provisions may not be sufficient to cover all relocation costs. However, you may claim for income tax purposes any eligible moving cost not reimbursed by the University as a deduction from employment income. To ensure employees have the necessary information and documents to satisfy Canada Revenue Agency guidelines the following policies exist:

- All original receipts are to be submitted to Accounts Payable with the completed [Expense Report](#) form.
- When requested, Accounts Payable will return original receipts to you.
- If required, a cheque will be forwarded by inter-office mail.
- Please refer to Canada Revenue Agency, form [IT-178R3 Moving Expenses](#) to obtain

more information on Eligible Moving Expenses and a Deduction form

Before finalizing moving arrangements you should contact the Manager, Procurement Services, to determine which moving company offers preferred rates with Saint Mary's University employees. Discounts are available whether the expense is paid personally or by the University.