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## I. Introduction

The purpose of this guideline is to outline the process and terms and conditions under which relocation expenses incurred by eligible employees will be reimbursed. This guideline applies to eligible Academic Staff and Senior Leadership Team (SLT) Members, hereafter referred to as “Staff Members”.

Staff Member eligibility, eligible costs, relocation allowances and business processes are outlined next. The University of Calgary will work with relocating Staff Members, to help them understand their eligibilities and to liaise with the moving company to ensure a positive and transparent relocation experience.

## II. Eligibility

Staff Members will be notified that they are eligible for relocation assistance in the President’s or Provost’s Offer of Appointment letter. Relocation allowances are intended to reduce the financial impact of relocation and may not cover all costs associated with relocation. Detailed eligibility information is included in section III.

See Appendix B for information regarding financial obligations related to \_\_\_\_\_ when a Staff

## **Moving Allowances**

Eligible Staff Members receive a relocation allowance based on the number of eligible dependents in the household, to a maximum of five (5) people, and their place of origin. Due to higher tariff rates, US and International moves have a separate allowance schedule. Please refer to the tables below to determine the maximum allowance a Staff member is eligible for.













## Legal Expenses

The university will reimburse the Staff Member for legal expenses incurred in selling their residence and purchasing their principal place of residence in the Calgary area up to a maximum of \$1,000. Claims may be made by submitting the original receipts with a relocation claim form.

## Immigration Expenses

The university will pay for the listed expenses related to immigration for the Staff Member, accompanying spouse/ common-law partner and dependent children to a cumulative maximum of \$6,000. Immigration expenses beyond the allowable maximum must be approved by the Provost. Claims may be made by submitting the original receipts with a relocation claim form. Claims made beyond 48 months of the date of university appointment may require approval by the Provost.

- translation and certification of documents where translation is required by the Government of Canada
- medical examinations required by the Government of Canada
- immigration fees levied by the Government of Canada
- police criminal record checks and fingerprinting
- photos for permanent residence application
- postage or courier fees

The University does not pay for:

- immigration or border fees levied by foreign governments
- passports
- legal services
- registration of vehicles
- fees associated with obtaining an Alberta Driver's License
- travel costs associated with obtaining a work permit
- citizenship application fees
- renewal of permanent residence fees

## VII. Contact Information

For any questions regarding these guidelines please contact the university Relocation Administrator at [hracadem@ucalgary.ca](mailto:hracadem@ucalgary.ca).

For any questions specific to a move please contact the chosen preferred vendor.



