

Return to:
Relocation Coordinator
2-60 University Terrace
Email: hrreloca@ualberta.ca

Non-Accountable Moving Allowance for Incidental Relocation or Moving Expenses

INSTRUCTIONS: COMPLETE FORM AND FORWARD DIRECTLY TO RELOCATION SERVICES BY EMAIL OR MAIL.

As per the Canada Revenue Agency (CRA) regulations, allowances that employees do not have to account for are called non-accountable allowances. CRA considers a non-accountable allowance for incidental relocation or moving expenses of \$650 or less to be a reimbursement of expenses that employees incurred because of the move. Therefore, this type of allowance is not taxable. For the University of Alberta to consider it as a reimbursement for incidental expenses, employees have to certify in writing that they incurred expenses for at least the amount of the allowance, up to a maximum of \$650. The University does not require receipts for this allowance; however, we suggest that you keep all receipts in case you are audited by the Canada Revenue Agency.

Name:

U of A ID #:

Department:

Appt. Start Date: use yyyy/mm/dd

Relocating from:

Amount Claiming: \$500.00 (relocating from within Canada)

\$650.00 (relocating from outside of Canada)

This will certify that I have incurred incidental relocation and/or moving expenses up to the allowable maximum in accordance with the University's *Moving Expenses and Relocation Benefits for Academic Staff Members Procedure*. I understand that this non-taxable moving allowance is not to be considered a taxable benefit when used to pay relocation expenses.

Name of New Hire

Signature of New Hire

Date

To be completed by Relocation Services

Verified and approved by Relocation Services:

Print Name

Date

Combo Code

Name of Approver

Signature of Approver