



# Removal Grant/Moving Allowance Authorization For Staff Governed Under CAST or SOTS Agreements

This form is for Academic staff appointed on a full-time basis and governed by the Contract Academic Staff: Teaching (CAST) or the Sessional and Other Temporary Staff Agreement (SOTS). The form will be filled out by the department and completed by an employee to confirm moving expenses have been incurred up to and including their removal grant amount.

Please submit completed form to:

Employment Services, Human Resource Services,  
2-60 University Terrace, 8303 –112 Street  
Edmonton, AB T6G 2T4

For assistance with this form, please contact Employment Services at [employmentservices@ualberta.ca](mailto:employmentservices@ualberta.ca) or call HRS Reception at (780) 492-4555.

Regulations governing removal grants can be found in Article 6.06 and Appendix C of the [CAST and SOTS agreements](#).

A removal grant is referred to as a moving allowance by the Canadian Revenue Agency (CRA). For the CRA to consider a moving allowance as a reimbursement for incidental expense, the employee has to certify in writing that he or she incurred expenses for at least the amount of the allowance, up to a maximum of \$650. Please note that any moving allowance in excess of \$650 will have Income Tax, Canada Pension (SPP) and Unemployment Insurance (EI) deductions taken as required.

### Removal Grant Eligibility (to be completed by the Department)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Department \_\_\_\_\_ Employee ID \_\_\_\_\_

Date (yyyy/mm/dd) \_\_\_\_\_

The employee is eligible for a removal grant of \$ \_\_\_\_\_

### Employee Authorization (to be completed by the employee)

This is to certify that I have incurred moving expenses up to and including the amount indicated above.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Date (yyyy/mm/dd) \_\_\_\_\_

The personal information requested on this form is collected under Section 33 c of the Alberta Freedom of Information and Protection of Privacy Act (FOIPP) and it will be protected under Part 2 of that Act. It will be used for the purpose of Human Resources administration. Direct any questions about this collection to the FOIPP Liaison Officer, Human Resource Services, University of Alberta, 2-60 University Terrace, Phone [780-492-4555](tel:780-492-4555).