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At the time of appointment the University will assist new staff with the cost of relocation of domicile or travel to the Greater Vancouver area (unless the appointee's domicile is already within 50 kilometers of Simon Fraser University) in accordance with the following conditions.

The scale of assistance shown on Appendix A (as adjusted from time to time) will normally apply and may be increased only upon submission of a request by the Dean or Director, usually at the time the appointment is recommended. Such a request must have the approval of the appropriate Vice-President. Similarly, the provisions of this policy may be applied to appointees not normally covered by this policy, but a recommes pes Lecturers

Each appointee who is eligible will receive an allowance based on the distance moved in accordance with the schedule shown on Appendix A. A cheque will be issued approximately one month prior to the start of the appointment and forwarded to the appointee. (This allowance is classed as taxable income but tax is not withheld when the allowance is paid. It is the individual's responsibility to retain the receipts collected and to make the permitted deductions against income in his/her tax return.)

Each appointee who is eligible will be reimbursed for expenses incurred in connection with the move up to the maximum stated below:

- a. within continental North America: the maximum amount for which expenses will be reimbursed will be the amount shown in Appendix A for the appropriate distance.
- b. outside continental North America: the maximum amount for which expenses will be reimbursed will be the amount shown in Appendix A for the appropriate distance.

Reimbursement of expenses will occur after expenses have been incurred. A statement of the expenses claimed and receipts relating to those expenses should be forwarded to the Dean's office.

- Limited Term Faculty )
- Limited Term Lecturers )
- Visiting Faculty )
- NSERC University Research Fellows ) all with appointments of more than one semester
- Short-Term Laboratory Instructors )
- Short-Term Professional Librarians )

Faculty associates relocating to Vancouver from outside the province. Lecturers with appointments of more than one semester and less than two years.

Travelling expenses may be reimbursed up to the equivalent of 0.9 (o)1.3 (tm)1.2 (e)4.4 (n)6.3 (ts )TJ4nBT/TTD705.8 Tm

The moving expenses for part-time appointments will be decided on an individual basis.

If a person who is appointed as a limited term or visiting faculty member is subsequently appointed to a tenure track faculty position which replaces or runs consecutively with the original appointment, he/she will normally be permitted to claim a moving allowance or reimbursement for relocation expenses (whichever is applicable) for both appointments up to the maximum associated with the tenure-track faculty appointment in accordance with the formula contained in A 21.02.

In the case of simultaneous appointment of two persons constituting one household, the total which will be permitted as an allowance or reimbursement for expenses will be one and one half times the individual rate.

In the event that an employee resigns his/her appointment within one year of the start of the appointment, the employee will be required to reimburse the University a pro-rated amount of the moving allowance or the reimbursement paid. The pro-ration will be calculated on the basis of the time worked compared with the twelve months, e.g.

4 months = 67%

6 months = 50%

8 months = 33%

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For distances moved in excess of 50 kilometers, the amount of the allowance or the amount up to which the reimbursement for expenses may be made shall be:

e.g. a move of 2,500 km =

base amount	\$6,809
2,500 X \$3.38	<u>\$8,450</u>
	\$15,259

1. Distances on which calculations will be made are land distances by the most direct route, for relocation between Greater Vancouver and the present domicile of the faculty member in continental North America.

2. Effective 1 May annually, the rate will be adjusted by the annual percentage change in the Private Transportation Component of the Consumer Price Index (Canada) recorded in the prior calendar year (January to December) or the previous twelve months.

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\* Relocation expenses for tenure track faculty are detailed in A 21.02

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