Faculty Relocation Expense Benefits
(“Reimbursement Schedule” for Continuing and Non-continuing Faculty)

Per SFU/SFUFA Collective Agreement article 43.65 – At the time of appointment the University will assist with the cost of relocation of domicile or travel to the Greater Vancouver Area (unless the Faculty member’s domicile is already within 50 kilometres of Simon Fraser University). The reimbursement schedule will be maintained by Faculty Relations and will be updated annually.

NOTE: Relocation benefits are for the relocation of one’s household only – Not one’s office, lab, etc.

Articles and Policies
- Article 43 Economic Benefits (specifically, 43.65)
- A 21.02 Relocation Expenses for Tenure-Track Faculty
- GP 09 Relocation Expenses for:
  - Faculty Associates
  - Limited Term Lecturers (with appointments of more than one semester and less than two years)
  - Limited Term Research Faculty
  - NSERC University Research Fellows
  - Short-Term Laboratory Instructors
  - Short-Term Professional Librarians
  - Visiting Faculty

Scale of Assistance

The scale of assistance (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.

Part-time Appointees:

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

Two Appointments:

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, they 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 continuing appointment. This is reviewed on a case-by-case basis.

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.

Last updated: May 9, 2018
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Continuing Faculty

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

Tenure Track Faculty

<table>
<thead>
<tr>
<th>1. Base Amount</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professors/Instructors</td>
<td>$6,996</td>
</tr>
<tr>
<td>Associate Professors</td>
<td>$11,657</td>
</tr>
<tr>
<td>Professors</td>
<td>$16,316</td>
</tr>
</tbody>
</table>

2. Distance

$1.78 per kilometre

Example:

An Assistant Professor moving 2,500 kilometres to Vancouver would be eligible for:

<table>
<thead>
<tr>
<th>Base Amount</th>
<th>$6,996</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance of 2,500 km x $1.78</td>
<td>$4,450</td>
</tr>
<tr>
<td>Total</td>
<td>$11,446</td>
</tr>
</tbody>
</table>

Full-time Continuing Laboratory Instructors, Professional Librarians, and Lecturers:

<table>
<thead>
<tr>
<th>1. Base Amount</th>
<th>$5,379</th>
</tr>
</thead>
</table>

2. Distance

$2.67 per kilometre

Example:

A move of 2,500 kilometres to Vancouver would be eligible for:

<table>
<thead>
<tr>
<th>Base Amount</th>
<th>$5,379</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance of 2,500 km x $2.67</td>
<td>$6,675</td>
</tr>
<tr>
<td>Total</td>
<td>$12,054</td>
</tr>
</tbody>
</table>

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.
Moving Allowance for Appointees Moving From Within Canada

Each faculty member who is eligible will receive an allowance (lump sum) based on the distance moved in accordance with the amounts above. A cheque will be issued approximately one month prior to the start of the appointment and forwarded to the faculty member. (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 their return.)

Relocation Expense Reimbursement for Appointees Moving From Outside Canada

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 as fitting with the amount shown above for the appropriate distance.
b. Outside continental North America: the maximum amount for which expenses will be reimbursed will be decided on an individual basis at the time of appointment.

Expenses such as airfare, moving company expenses or truck rental, temporary accommodation expenses for up to one week, etc. will be reimbursed but costs incurred in the sale or acquisition of real estate, including the appointee's principal residence will not be reimbursed.

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 Faculty Relations:
https://www.sfu.ca/faculty-relations/professional-development.html

Non-continuing Faculty

Employees with Appointments of More Than One Semester:

- Faculty Associates Relocating to Vancouver from Outside the Province
- Limited Term Lecturers (with appointments of more than one semester and less than two years)
- Limited Term Research Faculty
- NSERC University Research Fellows
- Short-Term Laboratory Instructors
- Short-Term Professional Librarians
- Visiting Faculty

Travelling expenses may be reimbursed up to the equivalent of the cost of double the return economy airfare from the address to which the appointment letter was sent, or the appointee's domicile to Vancouver, whichever is the less. The appointment letter will state the maximum amount of expenses, if any, for which the University is prepared to reimburse the appointee. Receipts for expenses should be submitted to the Dean's Office.
Employee with Appointments of One Semester or Less:

- Limited Term Lecturers
- Limited Term Research Faculty
- Short-Term Laboratory Instructors
- Short-Term Professional Librarians
- Visiting Faculty

Travelling expenses may be reimbursed up to the equivalent of the cost of one return economy airfare from the address to which the appointment letter was sent, or from the appointee's domicile to Vancouver, whichever is less. The appointment letter will state the maximum amount of expenses, if any, for which the University is prepared to reimburse the appointee.

Receipts for expenses should be submitted to the Dean's Office, except for Short-Term Professional Librarians, who should submit their receipts to the Office of the Vice-President, Academic.

**Faculty Associates Relocating at the Request of the University within BC** (at a distance of more than 150 kilometres away from their domicile.

Expenses may be reimbursed up to the equivalent of half the base amount for Full-time Continuing Laboratory Instructors, Professional Librarians, and Lecturers. The appointment letter will state the maximum amount of expenses, if any, for which the University is prepared to reimburse the appointee.

Receipts for expenses should be submitted to the Dean's Office.

**Repayment for Early End of Appointment**

In the event that an employee resigns their 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. For example:

<table>
<thead>
<tr>
<th>Time Worked</th>
<th>Repayment Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 months</td>
<td>67%</td>
</tr>
<tr>
<td>6 months</td>
<td>50%</td>
</tr>
<tr>
<td>8 months</td>
<td>33%</td>
</tr>
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