

<b>Number:</b>	RHR-221
<b>Title:</b>	Moving Expenses
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	September 23, 2015
<b>Approved:</b>	September 23, 2015 by the Council of Administration <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Council of Administration

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

This regulation ensures fair treatment to new employees of Saint Paul University when they must incur moving expenses.

## 2. Regulations

### 2.1 Eligibility

To be entitled to a reimbursement for moving expenses, a candidate must be appointed to a regular full-time teaching or management position. In addition, the move must be from a location outside the normal limits of the suburban Ottawa-Gatineau region (over 100 km).

### 2.2 Type of reimbursement

- a) Moving expenses are reimbursed on presentation of supporting documents.
- b) Moving expenses refunded to a new member of the staff constitute an interest free loan granted by the University. This loan is considered repaid once the employee has completed three years of continuous service to the University, each year being the equivalent of one third of the loan reimbursement.
- c) Should the beneficiary of this loan leave the University before having completed three years of continuous service, he must reimburse the balance of the loan.

### 2.3 Reimbursement amount

The maximum reimbursement for moving expenses is usually \$3,500.

However, if the new employee has a family with one or more children who move with him, the maximum amount is \$5,000. A move from outside North America from a single employee may also justify such an amount.