



**For Accounting Dept. Use Only**

Acct. # To Be Charged \_\_\_\_\_

**Appendix "A"**  
**University Of Prince Edward Island**  
**Moving and Relocation Expense Form**

Faculty/Staff \_\_\_\_\_ Department \_\_\_\_\_

Position Title: \_\_\_\_\_ Appointment \_\_\_\_\_ Date: \_\_\_\_\_

Employee No. \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Moving From (Full Address) \_\_\_\_\_

\*\*\*With the exception of the per diem meal allowance and the per kilometer rate, **original receipts** are required for claims under the UPEI *Moving and Relocation Expense Policy*\*\*\*

**Relocation Expenses**

Date(s) of travel: \_\_\_\_\_

**Transportation Cost**

**Airfare:**

	Name(s):	Amount (\$)
Faculty/Staff	_____	_____
Spouse	_____	+ _____
Dependents	_____	+ _____
<b>Airfare Total</b>		<b>= _____ (A)</b>

**Or**

**Actual Travel Costs:** Amount (\$)

Mileage Cost: No. of Kilometers travelled \_\_\_\_\_ X Per Kilometer rate = \_\_\_\_\_

Meals Cost: No. of Travelers \_\_\_\_\_ X No. of Days \_\_\_\_\_ X Per Diem rate = + \_\_\_\_\_

Accommodation Cost: Location(s): \_\_\_\_\_ + \_\_\_\_\_

**Actual Travel Costs Total** **= \_\_\_\_\_ (B)**

<b>Accommodations/Meals (Upon Arrival – Up to 3 days)</b>	Amount (\$)
Accommodation Cost: Location(s): _____	_____
Meals Cost: No. of Travelers _____ X No. of Days _____ X Per Diem rate =	+ _____
<b>Accommodations/Meals Upon Arrival Total:</b>	<b>_____ (C)</b>
<b>Relocation Total:</b> (The lesser of A or B, plus C)	<b>_____ (D)</b>

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<b><u>Moving Expenses</u></b>	
<b>Moving Expenses:</b>	Amount (\$)
Removal Costs of Household Goods	_____
Selling Costs for the Sale of Employee’s Former Residence	+ _____
Cost of Breaking a Rental Lease Agreement at Former Residence	+ _____
<b>Sub-Total</b>	<b>= _____ (E)</b>

<b>Accommodations/Meals (Up to 4 additional days on PEI)</b>	Amount (\$)
Accommodation Cost: Location(s): _____	_____
Meals: _____ No. of Travelers _____ No. of Days As Per Diem Rate	+ _____
<b>Accommodations/Meals on PEI Total</b>	<b>= _____ (F)</b>

**ADD: House Hunting Trip With Up to 3 Days of Accommodations:**

**Transportation Costs:**

**Airfare:**

	Name(s):	
Faculty/Staff	_____	_____
Spouse	_____	+ _____
Dependents	_____	+ _____
<b>Airfare Total</b>		<b>= _____ (G)</b>

**Or**

**Actual Travel Costs:**

Mileage Cost: No. of Kilometers travelled \_\_\_\_\_ X Per Kilometer rate = \_\_\_\_\_

Meals Cost: No. of Travelers \_\_\_\_\_ X No. of Days \_\_\_\_\_ X Per Diem rate = + \_\_\_\_\_

Accommodation Cost: Location(s): \_\_\_\_\_ + \_\_\_\_\_

**Actual Travel Costs Total** = \_\_\_\_\_ **(H)**

**Accommodations/Meals (Up to 3 days on PEI)** Amount (\$)

Accommodation Cost: Location(s): \_\_\_\_\_

Meals: \_\_\_\_\_ No. of Travelers \_\_\_\_\_ No. of Days As Per Diem Rate + \_\_\_\_\_

**Accommodations/Meals on PEI Total** = \_\_\_\_\_ **(I)**

**House Hunting Trip Total:** (Lessor of G and H, plus I) \_\_\_\_\_ **(J)**

**Moving Total:** (E + F + J) \_\_\_\_\_ **(K)**

**One Month's Salary As Per UPEI Appointment Letter:** \_\_\_\_\_ **(L)**

*(If moving from outside Canada, add \$1,000 as per the Moving & Relocation Expense Policy)*

*(Add savings realized under relocation travel)(A-B above)*

**Eligible Moving Expenses** (Lesser of K and L) \_\_\_\_\_ **(M)**

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**Relocation Total (Line "D" Above):** \_\_\_\_\_

**Eligible Moving Expense (Line "M" Above):** + \_\_\_\_\_

**Total Claim:** = \_\_\_\_\_

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of reimbursing moving expenses. Direct any questions about this collection to Financial Services, University of Prince Edward Island, 550 University Avenue, Charlottetown PE C1A 4P3 (902)566-6000.*