



British Columbia Ambulance Service

Relocation Information for
CUPE Employees

RELOCATION INFORMATION FOR CUPE EMPLOYEES

This booklet is designed to guide you in your transfer by explaining your entitlements in layperson's language. We hope that it will help you to plan the details of your transfer by explaining what costs are paid by the British Columbia Ambulance Service (BCAS), what arrangements are made on your behalf, and by providing guidelines concerning things you must do yourself or items which you cannot claim.

At the end of the booklet there is a checklist to help you keep a record of what you are entitled to and what you have claimed.

The advice given here is based on the most commonly asked questions encountered. Because each employee has a different set of individual circumstances, you may have questions not covered by this booklet. In that case, please discuss your questions with your supervisor or your Human Resources Manager, who will get the answers that you require.

DEFINITIONS:

Chattel	a moveable possession of the employee upon relocation.
Relocation	a change of residence by an employee from one geographic location to another which is 32 kilometres or more away from the employee's normal work location or the employee's home, whichever is less. Employees <u>shall not</u> be entitled to relocation expenses where their new worksite is closer to their current residence.
Common-Law Spouse	a person with whom the employee has been co-habiting for at least 12 months; a person with whom the employee has been co-habiting for less than 12 months, but the employee has claimed the common-law spouse's child/children for taxation purposes; or a person named as common-law spouse on a declaration or affidavit signed by the employee.

Your move is broken up into six main categories, which are:

1. Locating new accommodation
2. Travel to the new location
3. Living expenses at the new location
4. Moving your household goods and effects
5. Selling your home and buying a new one (or moving your mobile home)
6. Incidental moving expenses

1. Locating New Accommodation

Once you have been confirmed in the new position, you are entitled to up to 5 days paid leave at the new location, plus reasonable travel time for the specific purpose of locating accommodation. These 5 days must be taken all at once (in other words, **you cannot split it into different trips**). As well, you and your spouse will be reimbursed for travel expenses - transportation, meals and lodging - at current rates (Appendix A), for one return trip.

The trip must be scheduled by mutual agreement with your current supervisor. If you require more than 5 days, and it can be scheduled, the extra time will be charged to your vacation. **Expenses incurred during the additional time are your own responsibility.**

This trip, if you need it, must be taken **before** you start your new job. If, after taking the house-hunting trip, you decide that you do not want to take the job; all expenses for this trip become your responsibility. If your children accompany you on this trip, you will have to pay their expenses yourself. You would also be responsible for any telephone calls and babysitting expenses.

2. Travel to the New Location

We will pay the travel expenses incurred during relocation for you and your dependents, for the actual travel time, plus accommodation and meals up to 7 (seven) days at the new location when an employee is unable to move into the new accommodation. The travel allowances for accommodation, meals and vehicle allowance are set out in Appendix A.

Expenses caused by delays and detours in travel are your responsibility if you choose not to travel directly to the new location.

If your spouse and/or dependents do not relocate at the same time that you do, we will still pay their actual travel expenses when they relocate to your new home. If you return to your old location to accompany your dependents when they relocate, your personal expenses are entirely your own responsibility.

3. Living Expenses at the New Location

Should you arrive at your new location having been unable to obtain suitable accommodation, you are entitled to certain expenses and allowances to help defray your costs at the new location.

For the first 7 days at your new location, if suitable accommodation is not available, you may claim meals and accommodation. Such expense allowances will be in accordance with the current Treasure Board Order on Travel Expenses. (Please see Appendix A)

After the first 7 days have expired, and you can establish to your employer's satisfaction that suitable accommodation is still not available (you must provide documentation that this situation was approved by your manager at the time – not when expenses are submitted), the living allowance is payable as follows:

- If you do not have any dependents with you at the new location, the allowance is **\$25.00** per day for **up to 30 days**.
- If you have dependents with you at the new location, the allowance is **\$30.00** per up to a **maximum of 60 days**.

Please remember that this allowance is payable only if suitable accommodation is not available. If accommodation becomes available and you choose not to take it, your entitlement to the allowance stops. For example, your family might need three bedrooms and a place for your pet. You may want to buy property, but haven't found the right one yet. In the meantime, a three-bedroom duplex which would accommodate your family, including your pet, comes up for rent. For your own reasons, you choose not to rent the duplex and continue looking for a home to buy. The responsibility of BCAS to subsidize your expenses ends at the time the duplex became available, because it is suitable accommodation, even though you chose not to take it.

If your dependents do not relocate at the same time that you do, and suitable accommodation has not become available, you may claim your **dependents' meals** for up to 7 days at the new location, provided that you were still claiming either the first 7 days expenses or \$25.00 daily living allowance on the date your dependents arrived. Also, if you are still claiming the \$25.00 per day at the time your dependents arrive, you may start to claim \$30.00 per day from their arrival date. However, the maximum period shall not exceed 60 days.

4. Moving Your Household Effects and Chattels

You are entitled to have the employer arrange and pay for the moving of your household furniture up to 8,165 kilograms; comprehensive insurance to protect your goods and effects to a maximum of \$25,000 coverage; packing and unpacking of your goods. If necessary, the **storage costs** of household goods may be covered for a period **not to exceed 2 months**. If the government-paid storage time expires, cost for continuing storage (including insurance) will become your responsibility. The BC Government may cover charges for delivery out of storage, if that delivery happens within 180 days. If household goods remain in storage for over 180 days, the mover's warehouse is considered the destination of the shipment.

If we arrange your move, you will be contacted by the BC Government Employee Relocation Services and provided with a comprehensive information package. Otherwise, you should make contact right away to ensure that there is enough time to coordinate the movement of your goods with your arrival at the new location. Enquiries should be made to BC Government Relocation Services at (250) 952-4038. Some movers will not accept certain items such as plants, building supplies or freezer contents as part of a normal load. If there are extra charges for such items, the costs will be your responsibility. Please check with the mover at the time he is estimating your move to see if there will be extra charges, then check with the

Government Agent to see which costs you will have to pay. Please request the Guide to Employee Household Move and Responsibilities for Regular Status Employees from BC Government Employee Relocation Services for more detailed information.

If you purchase any large items such as major appliances between the time the moving company makes an estimate and date of your move, you must advise the moving company so that they can adjust the original estimate.

If your household goods weigh more than 8,165 kilograms or are valued at more than 25,000, the additional packing and transport charges and the additional insurance charges are your responsibility.

If you choose to move your own furniture and effects, complete the **Application for Allowance for Moving Own Household Goods and Effects**, and the BCAS will pay either:

- A move to room and board \$250; or
- A move of less than 240 kilometres \$500; or
- A move of more than 240 kilometres \$800.

You are still eligible for insurance and storage, but packing and transport of all your goods is your responsibility.

Personal Vehicles

We will reimburse you for the cost of transporting **one** personal vehicle and **one** trailer towed by it. The vehicle and trailer (if applicable) may be driven, in which case current distance rates for the vehicle **only** will apply, **or** the vehicle and trailer (where applicable) may be shipped by rail or boat, in which case the cost of the least expensive method will be paid. As well, you will be reimbursed for additional transportation charges, such as ferry fares.

5. Selling Your Old Home and Buying a New One

If you are ***selling*** your home, we will reimburse you for the ***commission charged by a real estate*** agency to a maximum of \$8,500 (after April 1, 2006). To be eligible, you must complete the sale within one year of your transfer, and provide proof of payment of real estate fees.

If you sell your home without the aid of a realtor, you may claim an allowance of \$2,000.

Documentation Required: Statement of Adjustments from the lawyer or notary public.

If you ***buy*** a home at your new location, you are entitled to reimbursement of ***legal fees***. This allowance is 1% of the first \$50,000 of the purchase price **plus** .5% of the purchase price of over \$50,000, to a maximum claim of \$1000. To be eligible, you must make the purchase within 1 year of your transfer and provide proof of the purchase price.

Documentation Required: Statement of Adjustments from the lawyer or notary public.

The time limits involved will not normally be extended.

The relocation regulations also contain a provision which allows you to claim reimbursement of legal fees if you purchase a lot and build your own home within 6 months of relocation. The

maximum claim of \$1000 is calculated above. If this applies to you, please check to determine the conditions under which the fees can be paid.

Moving Your Trailer or Mobile Home

If you own a house trailer or mobile home, you have a choice of selling it or moving it. If you sell your mobile home or trailer, you may claim real estate and legal fees of \$5,000. If you wish to move your mobile home and if you qualify, we will arrange and pay for the following:

- Moving of a single wide mobile home up to the maximum width allowed on a highway with a permit (14 feet) including any skirting, cabanas or attachments. If your mobile home exceeds 14 feet, you will be responsible for the difference in cost.
- Blanket insurance policy of \$60,000 during the move.
- Packing and unpacking of your household effects, if required.
- Setting up and leveling of the mobile home at the new location up to a maximum of \$600 upon production of receipts.

You qualify for having your mobile home moved if you are either:

- Moving to a new headquarters which is on the list of isolated locations and there is no other suitable accommodation available, or;
- Your current headquarters is on the list of isolated areas and the mobile home in which you are living was moved to its current location by the government.

If you do not meet the above conditions, but you wish to move your mobile home, you must make your own arrangements for the move. We will reimburse you for your expenses upon production of receipts to a maximum of \$2,500. This claim may be submitted on the **Application for Allowance for Moving Own Household Goods and Effects form.**

6. Incidental Moving Expenses

You are eligible to claim one of the following allowances by completing the **Incidental Moving Expenses on Relocation form and the Travel Voucher (FIN 10)**. This form must be submitted within 60 days of arriving at your new location, unless there is no suitable accommodation. This allowance is intended to help with such miscellaneous expenses such as utility hookups, etc.

- | | |
|--|-------|
| ➤ If you purchase a home at the new location | \$600 |
| ➤ If you move to rental accommodation | \$300 |
| ➤ If you move with a mobile home | \$200 |
| ➤ If you move to room and board | \$150 |

Duplicate Rent

The employer will provide you with reasonable notice of the relocation date and, wherever possible, at least one month's notice shall be given. Where less than one month's notice is given, or if the relocation date is altered so that it directly results in duplicated rent payments, we will pay the duplicate rent at the new location. **Rental receipts from both locations** are required to support this claim.

One Last Note

As you can see, it is possible that the regulations may not cover payment for every cost of your move. We are not able to increase the allowances, but you may be able to claim the excess costs as an income tax deduction. We recommend that you keep a record of all your expenses relating to the move and if your costs are more than the reimbursement you should contact your income tax office for information on claiming a deduction for your relocation expenses.

How to Claim for Reimbursement

All reimbursements must be claimed on PHSA Expense Claim and Cheque Request Form <https://intranet.bcas.ca/forms/index.html> (*Finance/Forms/Expense Claim and Cheque Request Form*), with the appropriate documentation attached. These claims are to be mailed to:

British Columbia Ambulance Service
Administrative Headquarters
PO BOX 9600 STN PROV GOVT
VICTORIA, BC V8W 9P1

APPENDIX A TRAVEL EXPENSE SUMMARY FOR EMPLOYEES

This summary specifies the common travel expense entitlements that employees designated to travel on government business may claim. All expenses, except airfares, must be paid directly when incurred and then claimed for reimbursement.

ACCOMMODATION EXPENSES

The cities or towns without a hyperlink (blue underline font), did not have any properties in that area respond to our requests for their listing. Each hotel has quoted its own government discounted rate; there is no longer a prescribed accommodation rate set by government. Rates may vary by summer, winter and shoulder season and there may be supplementary rates for parking, internet access or other services. See the BC Business Accommodation Listings at: <http://csa.pss.gov.bc.ca/businesstravel/> for a listing of hotels offering rooms at the above rates.

Private Accommodation - All employees may claim a private accommodation allowance of \$30.00 per night.

AIR TRAVEL EXPENSES

Air travel may be booked directly with an airline or, for a fee, through a travel agent. Please Contact **Uniglobe Travel Agent** (see list attached)



PHSA At Your
Service Sheet - A...

Airport Improvement Fees - Will be reimbursed. Original receipts required.

Unused air tickets are equivalent to cash so DO NOT throw them out, DO NOT attach them to Expense Claim and DO NOT ignore them. Return them to the travel agent for a credit.

Bank Machine Charges - Charges for use of the government travel charge card will be reimbursed (i.e. to receive cash advances). Original receipts required.

Bus Expenses - Will be reimbursed. Original receipts are required.

Ferry Travel Expenses - The cost of ferry travel will be reimbursed. Staterooms are not an allowable expense, except when required for overnight accommodation. Original receipts are required, including assured loading ticket copy, where applicable.

Meal and Per Diem Allowances (Effective April 16, 2006)

The following allowances are inclusive of the GST (B=Breakfast, L=Lunch, D=Dinner):

CUPE	B Only	L Only	D Only	B, L, & D	B & L	L & D	B & D
Per day	\$ 7.75	\$ 9.50	\$17.75	\$35.00	\$17.25	\$27.25	\$25.50

Determining Meal Entitlements - On the day of departure, if travel begins: after 7 a.m., breakfast cannot be claimed; after 12 noon, breakfast and lunch cannot be claimed; and after 6 p.m., no meals can be claimed. On the day of return, if your travel ends: prior to 7 a.m., no meals can be claimed; prior to 12 noon, breakfast can be claimed; prior to 6 p.m., breakfast and lunch can be claimed; and after 6 p.m. all meals can be claimed.

Children 13 years of age and over will receive the meal reimbursement at full CUPE rates, and dependents 12 years and under are eligible for one-half the CUPE rate:

CUPE	B Only	L Only	D Only	B, L, & D	B & L	L & D	B & D
<12yrs	\$ 3.88	\$ 4.75	\$8.88	\$17.50	\$8.63	\$13.63	\$12.75

Taxi Expenses - Will be reimbursed. Original receipts are required.

Business Telephone Calls - Will be reimbursed. Receipts are required (e.g. charges on hotel bills, personal/business telephone bills, etc.).

Personal Telephone Calls - Employees may claim one five-minute call to their home for each night away. The entitlement may not be accumulated (e.g. no call home on day 1 and 2, does not equate to a 15 minute call on day 3). Receipts are required.

VEHICLE EXPENSES

Private Vehicles - CUPE - 34¢ per km.

Rental Vehicles - The cost of renting a vehicle will be reimbursed. Original receipts are required. **DO NOT purchase Collision or Loss Damage Insurance (CDW/LDW).**

Please Note The Following:

1. Identify yourself as a BCAS employee – this entitles you to 200 km. free per day.
2. Always refuel the vehicle **before** you return it to the rental agency.

These two simple things save almost \$100.00 on a car rental.

Transportation Tolls - Will be reimbursed. Original receipts required.

Parking Charges - Receipted parking charges will be reimbursed.

Parking and Traffic Violation Fines - While operating a vehicle on government business, employees will be responsible for parking fines, traffic violation fines, and impoundment and towing fees.

**APPLICATION FOR INCIDENTAL MOVING EXPENSES ON RELOCATION
RE: ALL EMPLOYEES COVERED BY A COLLECTIVE AGREEMENT**

(Must be submitted within 60 days of arrival at new location)
(Applies to Permanent Position Relocation Only)

I, _____ hereby apply for the following allowance:
(Print Name)

CHECK ONE:

- \$600.00 - I purchased a private dwelling house in the new location.
- \$300.00 - I moved into a rented accommodation at the new location.
- \$200.00 - I moved to the new location with a mobile home.
- \$150.00 - I moved to room and board at the new location.

I understand that I may claim only one of the above allowances and, having claimed one allowance, I may make no alternate further claim.

Former Location _____ Present Location _____
Date of Relocation _____ Ministry _____
Bargaining Unit _____ Start Date _____

I understand that I must prove a LIST OF REASONABLE EXPENSES INCURRED to the Ministry Senior Financial Officer before reimbursement of these expenses will be reported as Taxable T4A Income.

Employee Signature Date

To the best of my knowledge, the aforementioned complies with ministry and Government Services Division Directives.

Signed _____ Designation _____
Date _____ Branch or Office _____
Approved _____ Date _____
Deputy Minister
(or Spending Authority)

ATTACH TO EXPENSE CLAIM FOR PAYMENT

CHECKLIST

Have you claimed the following:

- Initial trip to seek accommodation
- Travelling expenses for the actual move
- Living expenses for the first 7 days
- Living out allowance after first 7 days *(provide documentation that this situation was approved by your manager at the time – not when expenses are submitted)*
- Moving of household effects, by self or moving company OR
Moving of mobile home
- Incidental Moving Expense
- Storage Expense (receipts), if applicable
- Real Estate Commission for selling your home – Statement of Adjustments
- Legal Fee Allowance for buying a new home – Statement of Adjustments
- Duplicate rent, if applicable
- Supplied your start date
- Advised of ages of children (for meal claim upon relocation)

**APPLICATION FOR ALLOWANCE FOR MOVING
OWN HOUSEHOLD GOODS AND EFFECTS**

Re: ALL EMPLOYEES COVERED BY A COLLECTIVE AGREEMENT
(Applies to Permanent Position Relocation Only)

I, _____ hereby apply for the following allowance:
(Print Name)

CHECK ONE:

- \$500.00 - I moved my own household effects for a distance not exceeding 240 kms. to the new location.
- \$800.00 - I moved my own household effects for a distance exceeding 240 kms. to the new location.
- \$250.00 - I moved my own personal effects to the new location to room and board.
- I chose to move and set up my own mobile home and apply for costs, on production of receipts, up to a maximum of \$2,500.

I understand that I may claim only one of the above allowances and, having claimed one allowance, I may make no alternate further claim.

Former Location _____ Present Location _____

Date of Relocation _____ Ministry _____

Bargaining Unit _____ Start Date _____

I understand that I must prove a LIST OF REASONABLE EXPENSES INCURRED to the Ministry Senior Financial Officer before reimbursement of these expenses will be reported as Taxable T4A Income.

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Date _____

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ATTACH TO EXPENSE CLAIM FOR PAYMENT