**Non-Accountable Moving Allowance for Incidental Relocation Expenses**

As per the Canada Revenue Agency (CRA) regulations, allowances that employees do not have to account for are called non-accountable allowances. CRA considers a non-accountable allowance for incidental relocation or moving expenses of $650 or less to be a reimbursement of expenses that employees incurred because of the move. Therefore, this type of allowance is not taxable. For the University of Alberta to consider it as a reimbursement for incidental expenses, employees have to certify in writing that they incurred expenses for at least the amount of the allowance, up to a maximum of $650. The university does not require receipts for this allowance; however, we suggest that you keep all receipts in case you are audited by the Canada Revenue Agency.

**Complete the form and submit it directly to your hiring faculty/department.**

|  |
| --- |
| Name:U of A ID:Department:Appointment Start Date:Relocating From: Amount Claiming: [ ]  $500.00 (relocating from within Canada) [ ]  $650.00 (relocating from outside of Canada) |

This will certify that I have incurred incidental relocation and/or moving expenses up to the allowable maximum in accordance with the university’s [Moving and Relocation Expenses Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Moving-and-Relocation-Expenses-Procedure.pdf). I understand that this non-taxable moving allowance is not to be considered a taxable benefit when used to pay relocation expenses.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name of New Hire Signature of New Hire

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Combo Code/Account Code Name of Approver Signature of Approver