

RELOCATING TO THE UNIVERSITY OF GUELPH?

Here are some common questions and answers to help you through the move:

1. How do I start to arrange for a mover?

First, contact your department administrative assistant to ensure that you have discussed whether you have been approved to receive relocation reimbursement and what procedure is currently in place.

2. Do you have to use University-recommended movers?

No, however for direct billing, where a purchase order is issued to the moving company (the University pays the mover directly), the University has negotiated contracts with several major moving companies for both domestic and international moves. It is preferred these movers are used as it will assist in ensuring adequate insurance coverage, quality of move, and control of costs. Exceptions must be approved by the appropriate Dean or Director.

For movers where a University contract has not been negotiated (you pay the mover directly), you may be reimbursed for approved out-of-pocket expenses including mover costs. (refer to question #3)

3. If I do not want to use the University pre-approved movers, what do I have to do?

Two estimates must be obtained from your preferred movers and presented to the department administrative assistant for review. Approval must be obtained from the appropriate Dean or Director. Once approval is obtained, you may make arrangements with the mover directly. You will be required to pay the mover and be reimbursed for the approved out-of-pocket expenses.

Alternatively, the department administrative assistant may forward the estimates to Purchasing Services, if a purchase order is to be issued and the University pay the mover directly. Purchasing Services will review the estimates to ensure that not only costs are competitive, but that you have adequate insurance, and meet the terms and conditions.

4. Who do I contact at the moving company?

Please contact the individuals identified on the Financial Services website and please identify yourself as an employee to the University of Guelph.

5. What if I have special moving needs not included in the policy?

With special approval of the appropriate Dean or Director, these can be accommodated.

6. Will my relocation reimbursement be taxable?

Not normally, and if costs that are reimbursed are allowed under CCRA (Canada Customs and Revenue Agency) rules. Expenses not permitted under CCRA rules will be classified as a taxable benefit and this amount will be shown on your Income Tax 4 slip.

Expenses reimbursed under the normal University relocation policy are not taxable. Refer to CCRA's website <http://www.cra-arc.gc.ca/E/pub/tp/it178r3-consolid/README.html> for CCRA guidelines on eligible relocation expenses.

7. How much time should I allow to move across Canada and complete the necessary paperwork?

6-8 weeks (from within Canada/USA)
8-12 weeks (not Canada/USA locations)

8. Is there a checklist for moving?

Yes, please review the moving contract suppliers' websites for a checklist:
amjcampbell.com, armstrongintl.com and/or mcwilliamsmoving.com

9. Can I move myself?

Yes, however, all receipts for moving expenses such as vehicle rentals, containment and gas must be estimated in advance and presented to the appropriate Dean or Director for approval.

10. What if I have problems with my moving company?

Please contact the department administrative assistant as soon as possible to relay your problems. It is preferred that the problems be dealt with prior to the invoice being processed for payment.