

I, (**EMPLOYEE NAME**), acknowledge having read the Relocation Assistance Policy (policy AE-014-02) and Description of Relocation Expenses and as part of my *Offer of Employment*, I accept the City's offer to provide the following allowable expenses:

Moving of Household Effects

Expenses incurred for moving household effects to a maximum of 12,000 pounds and including such services as packing, unpacking, insurance, storage, and transportation of personal and household effects.

Travel Expenses Related to Moving

Travel expenses for the employee and the employee's family which may include:

- Economy travel expenses such as air, car, train or bus fare;
- Ground transportation to and from the airport /transportation terminal;
- Hotel accommodation*; and
- Meal expenses** (excluding liquor) incurred.

Temporary Accommodation

Reasonable temporary accommodation for a period up to 2 weeks for the employee and the employee's family prior to taking possession of a principle place of residence.

House Hunting Trip

House Hunting trip for the employee and the employee's spouse for a maximum of five (5) days with the following allowable expenses:

- Return economy travel expenses such as air, car, train or bus fare;
- Ground transportation to and from the airport/transportation terminal;
- Hotel accommodation*; and
- Meal expenses** (with the exclusion of alcohol).

Legal Fees

Legal fees to a maximum of \$1,500 related to the sale of the employee's existing principle residence and the purchase of a new principle residence within 12 months of employment.

Incidental Expenses

Incidental expenses to a maximum of \$500 associated with the relocation.

** Hotel accommodation is subject to the following terms: a standard room, a moderately priced hotel, and government rates, whenever possible.*

***Meal expenses are subject to a maximum per person allowable of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Employees, their spouse and dependents over the age of 10 may claim these meal allowance rates. Employees may claim one half of these rates for dependents under the age of 10.*

I agree to the following terms outlined in the Relocation Assistance Policy when submitting expenses for approval:

1. Submission of original receipts must be made within sixty days of my start date with the City of Vancouver with the exception of legal fees which must be submitted within one year of my start date, unless exceptions to these timelines have been approved by the senior manager designated in the Relocation Assistance Policy; and
2. Submission of the estimate of the competitive bid for moving expenses agreed to by the City of Vancouver shall be accompanied by the actual cost of the move when I am seeking reimbursement of moving expenses.

Expenses Repayment

In accepting relocation expenses payment from the City, I understand and agree to the following terms and conditions:

1. If I resign prior to 2 years (24 months) from my start date, I shall reimburse the City of Vancouver for relocation expenses paid on a pro-rated basis (i.e. less 1/24 for each full month worked).
2. Repayment of expenses must be paid in full to the City of Vancouver prior to the employee's resignation date.
3. No repayment of expenses is required after I complete 2 years of employment.
4. If I am required to repay the loan and fail to do so prior to my resignation date, I authorize the City to recover as much as possible of the outstanding balance through payroll deductions or from any other monies owed to me by the City.
5. Should separation of employment occur for reasons other than resignation, the issue will be dealt with as part of the separation discussions.

Employee's Signature

Signature of Authorizing Manager

Date

cc: Employee File, Accounts Payable