



**FORT VERMILION SCHOOL DIVISION
RELOCATION ASSISTANCE GRANT – CLAIM FORM**

Identification & Details of the Move

Name:	
Previous Address:	
Current Address:	
Date of Move:	
Name of School:	
Distance of kilometers between your old and your new residence:	

Calculation of Moving Expenses

Transportation & storage costs for household effects:	\$
Name of mover: _____	
Traveling expenses from old residence to new residence:	
Travel Costs (other than accommodation and meals)	\$
Number of household members in move: _____	
Method of travel: _____	
Number of kilometers: _____	
Accommodation:	\$
Number of nights: _____	
Meals:	\$
Number of days: _____	
Temporary living expenses near new or old residence (maximum 15 days)	
Accommodation:	\$
Number of nights: _____	
Meals:	\$
Number of days: _____	
Other Costs (indicate below):	
_____	\$
_____	\$
_____	\$
Total Moving Expenses	\$
Maximum Grant Amount	\$

Signature of Claimant

Approved for Payment

Revised Aug 2022

The payment of the grant shall be based on reimbursement of actual expenses up to the maximum grant listed. The rates shown below are based on where the teacher is residing at the time of hiring.

Alberta			
Peace River to Red Deer	\$1,000.00	Maritimes	\$3,000.00
South of Red Deer	\$1,500.00	Newfoundland	\$3,000.00
British Columbia	\$2,000.00	Northwest Territories	\$1,500.00
Saskatchewan	\$2,000.00	Nunavut	\$3,000.00
Manitoba	\$2,000.00	Yukon	\$2,000.00
Ontario	\$2,500.00	U.S. & Other Countries	\$3,000.00
Quebec	\$2,500.00		

Examples of allowable moving expenses:

- Travel expenses, including meals and lodging, to move you and members of your household to your new home
- Transportation and storage costs for household effects
- The cost of up to 15 days of meals and temporary lodging near either the old home or the new home
- The cost of canceling an unexpired lease
- The cost of selling your former home, including legal fees and real estate commissions, as well as legal fees for the purchase of a new property, if you or your spouse or common-law partner have sold your old home because of a move
- The cost of changing your address on legal documents
- The cost of replacing automobile permits and driving licenses
- The cost of utility hook-ups and disconnections

Examples of moving expenses that are not allowed:

- Expenses for work done to make your former home more saleable
- Any loss from the sale of your home
- Expenses for house-hunting trips before the move
- The value of items movers refused to take such as plants or paint
- Expenses for job hunting in another city
- Expenses of replacing personal-use items such as a tool shed, firewood, drapes, or carpets
- Mail-forwarding costs

Claiming meal expenses

You may claim a flat rate of **\$23/per meal to a maximum of \$69 per day per person**, without receipts.

Claiming vehicle expenses

To calculate your claim for vehicle expenses multiply the kilometers you drove for your trips relating to moving expenses by the CRA kilometer rate for the province you are coming from.

Note: Additional amounts over the amount covered by the FVSD can be used for income tax purposes.

Claim submission

Submit your completed claim, along with a copy of all necessary receipts, to the following:

Director of Finance
Fort Vermilion School Division
P.O. Bag 1 5213 River Road
Fort Vermilion, AB T0H 1N0