

Relocation Expenses for Faculty

Category: Expenses

Approval: Dean of the Arts and Science Office

Responsibility: Dean of the Arts and Science Office

Date: December 2022

Purpose

A guideline for expenditures related to faculty relocation. Trent University assists in the payment of moving expenses incurred by newly appointed full-time tenure-track, teaching intensive positions and limited term appointments.

Relocation Expense Information

1. For faculty appointed to Trent University's Peterborough or Durham campus, reimbursements, (up to the allowed limit), will be towards costs incurred in moving to the Peterborough area (City of Peterborough, County of Peterborough, or vicinity) or to Durham Region, by the most direct route from the new faculty member's place of residence, normally the last place of full-time employment.
2. The relocation limit is specified in each new faculty member's letter of appointment.
3. Advance payments against moving expenses are not allowable, as all reimbursements are made against receipted invoices.
4. The following expenses are eligible for reimbursement, up to the allowed limit:
 - Personal transportation of faculty member and immediate family, by air economy, rail, bus, or car
 - Moving of normal household effects
 - Insurance during the move covering personal and household effects.
5. The following expenses are not eligible for reimbursement under this policy:
 - Real estate fees
 - Legal fees
 - Shipping charges for cars, boats, etc.
 - Storage of household or research effects

- Disconnect and reconnect fees
6. The University does not assume any liability, nor will it be held responsible, for injury or loss that may arise during, or as a result of, a new faculty member's move to the Peterborough area (City of Peterborough, County of Peterborough, or vicinity) or Durham Region or vicinity. The new faculty member may arrange for insurance on household and personal effects during the move, and the reasonable cost of such insurance is an eligible expense for reimbursement with appropriate estimates and receipted invoices.
 7. Relocation expense receipts must be submitted for reimbursement within three months of the start of employment. Expenses must be submitted to the Deans' Office through Chrome River (on myTrent) for review and approval before Accounts Payable can process the reimbursement.
 8. New faculty members are encouraged to refer to the Canada Tax Guide for eligible deductions related to costs of relocation.