



Application For Allowance For Moving Own Household Goods and Effects - FOR EXCLUDED MEMBERS

For Natural Resource Sector Use Only: This form is designed to assist with the administration and management of the Allowance for Household Good and effects for Excluded Employees and Appointees. Non OIC appointees require PSA approved letters.

Instructions: <https://gww.nrs.gov.bc.ca/csnr/fsb/moving-expenses-management-excluded-employee-or-appointee>

Employee First & Last Name: _____

Employee #: _____

Mailing Address: _____

Street Address
(if different from Mailing Address) _____

City _____ Prov. _____ Postal Code _____

I, _____, hereby apply for the following allowance:
Print First and Last Name

Select One:

- (1) \$600: I moved my own household effects for a distance not exceeding 240 kms to the new location
- (2) \$1,100: I moved my own household effects for a distance exceeding 240 kms to the new location.
- (3) \$ _____: I chose to move and set up my own mobile home and apply for costs, on production of receipts, to a maximum of \$2,500.
- (4) \$ _____: Non OIC Amount approved through PSA

I understand that I may claim only one of the above allowances, and having claimed one allowance, I may make no alternate further claim.

Former Location: _____

Present Location: _____

Date of Relocation: _____

NOTE: This allowance is Taxable Income and you are therefore advised to retain receipts.

Employee Signature Date

Approvals:

To the best of my knowledge, the above complies with Ministry and BC Public Service Agency Directives.

Supervisor Signature Print Name Date

Approvals:

THE FOLLOWING SIGNATURE CERTIFIES THAT THE AMOUNT TO BE PAID HERE ON IS CORRECT, IS IN ACCORDANCE WITH THE APPROPRIATE STATUTE OR OTHER AUTHORITY AND/OR CONTRACT, AND THAT THE WORK HAS BEEN PERFORMED, GOODS SUPPLIED, SERVICES RENDERED AND/OR OTHER CONDITIONS ARE MET.

CLIENT:	RESP.CENTRE	SERVICE LINE:	STOB:	PROJECT:	AMOUNT

Expense Authority Signature Print Name Date

Any questions or feedback about this form should be directed to: <mailto:CSNRRelocationInquiries@gov.bc.ca>