



Relocation Payment and Reimbursement Request

- FOR NON-PAYROLL RELATED EXPENSES

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 This form can be used to claim miscellaneous expenses, lump sum payment, living allowances, Real Estate and Legal Fees for Permanent Position Relocations only.

Instructions: https://gww.nrs.gov.bc.ca/csnr/files/csnr/media/financial_services/relocation_payment_and_reimbursement_request.pdf



Employee First & Last Name: _____

Employee #: _____

Mailing Address: _____

Street Address
(if different from Mailing Address) _____

City _____ Prov. _____ Postal Code _____

ITEM DESCRIPTION	AMOUNT
Miscellaneous	
Relocation – Lump-Sum Non-Taxable (STOB 5226)	
Relocation – Lump-Sum Taxable (STOB 5225)	
Living Allowances (STOB 5226)	
Real Estate Fees (up to a maximum of \$8,700)	
Legal Fees (up to a maximum of \$1,025)	
TOTAL	

Employee Signature

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>