



## ReloFact: \$650 Movement Grant

This ReloFact explains what the Movement Grant is. For additional information, please refer to Chapter 1.2.2.02 of the Relocation Directive.

The information provided in this document is made available in the form of a general guide and is to be used for information purposes only. The relocation directive remains the authority for the reimbursement of all relocation expenses and you are encouraged to review the directive for eligibility prior to incurring any expenses.

### What is the Movement Grant?

Wherever a move of Household Goods and Effects (HG&E) is authorized and eligibility has been established, CAF members are entitled to claim a non-accountable **Movement Grant** of \$650 to offset various losses or expenses incurred but not specifically provided for.

This movement grant is non-taxable once you have certified this type of expenses has been incurred. Receipts are not required.

### What expenses does the Movement Grant cover?

There is no all-inclusive list of what the Movement Grant covers as it is given to help offset expenses which aren't specifically provided for in the relocation directive. Here are some examples:

- food which cannot be shipped (e.g.: frozen food, perishables, spices, etc.);
- household goods which cannot be shipped (e.g.: paint and building materials);
- house plants;
- disassembling and assembling of garden and patio furniture;
- removal or installation of valance boxes, curtain rods, wall hooks, clocks, and wall mirrors;
- taking up or re-laying hall runners, etc., labour for altering and re-hanging existing drapes and curtains;
- purchase of school books at new location, if such books are required for the normal course of study and are not provided free of charge by the school authority (only applicable if relocation takes place during school year);
- non-transferable portion of fees such as insurance and local clubs and associations, pro-rated;
- photocopy and transmittal costs for transcripts of academic records for employee or dependant; and
- replacement of propane tank.

### How do I claim the Movement Grant?

The Movement Grant applies to any relocation where you have been authorized to move your HG&E.

To claim the Movement Grant, simply create an expense claim for this category in your online portal, certifying that these expenses were incurred as a result of your relocation. This will allow BGRS to place the funds in your relocation budget and ensure that they form part of a ReloCard load.