

ReloFact: Finances Guide



Understanding Your Finances

The “Finance” tab on your Member Secure Website (MSW) will be an important tool you will need to utilize throughout your relocation. You will be able to request advances, upload receipts, and create expense claims. This document will help to explain step-by-step instructions on how to do so on your Member Secure Website.

Under the “Finance” tab, the “My Budget” page will provide you with an overview of multiple items that may be related to your relocation, based on the information you provided in your Preliminary Relocation Assessment (PRA). In this tab you will be able to request advances, upload receipts, create expenses from these receipts and then process claims. On the following pages we will explain each of these areas.

What is an advance?

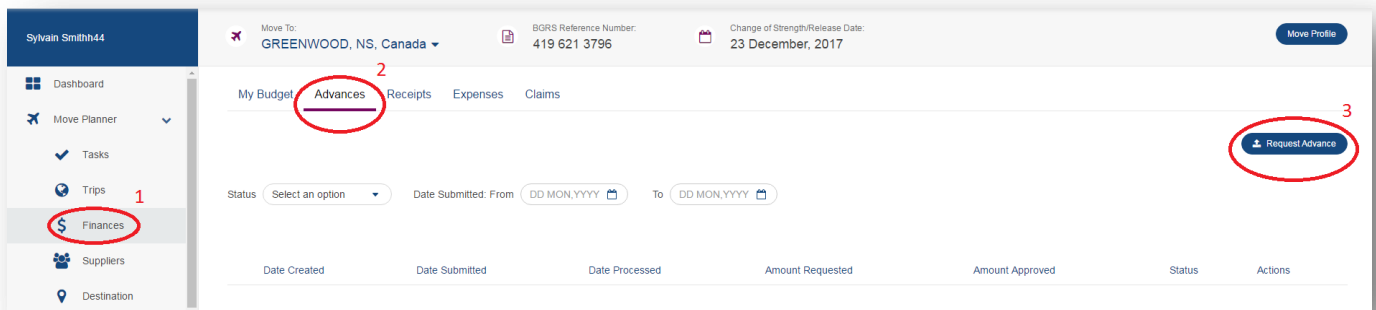
An advance is funds requested prior to incurring an expense. The purpose of requesting an advance is to have the appropriate amount of funds available to you on your ReloCard. The intent of the ReloCard is to be used for all relocation expenses related to your move.

How do I submit an advance request?

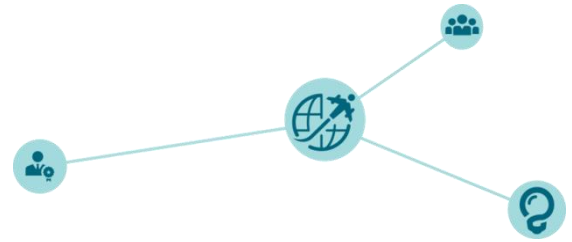
- Step 1:** On the MSW, under “Move Planner” select “Finances”.
- Step 2:** From the top menu, select “Advances”.
- Step 3:** Click on “Request Advance”.
- Step 4:** Choose the appropriate expense category for the advance you are requesting.
- Step 5:** Click on “Select” to finish.
- Step 6:** Click on “View total estimate” to see the list of expense categories.
- Step 7:** Fill in the required information based on the total estimate list.
- Step 8:** Select either “Save” (to save as a draft) or “Submit” (when ready to do so).

Note: We have included screen shots to help you better understand the process.

- Once an advance request has been made to BGRS, it will be reviewed and either accepted or returned. When accepted, BGRS will make a request to have the amount loaded onto your ReloCard to be available prior to incurring relocation expenses. If returned, you will receive notification from BGRS indicating the reason for being returned.



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Select Expense Category 4

- Destination Inspection Trip
- Foreign Costs
- Home Purchase
- Home Sale
- House Hunting Trip
- Interim Lodgings, Meals and Miscellaneous
- Rental Expense
- Return to Assist
- Return Trip to Finalize Sale
- Return Trip to Long Term Storage
- RTDRA
- Spousal Employment Trip
- Spousal Expenses
- Sundry - Specialized
- TDRA
- Travel to New Location
- Un-Accompanied Travel
- Utilities
- Vehicle

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Cancel Select

Sylvain Gameau41

Move To: GAGETOWN, NB, Canada

BGRS Reference Number: 4064845165

Change of Strength/Release Date: 21 January, 2018

Move Profile 8

Finances > Advances > Create an Advance Request

Remaining Estimate: \$27,259.44

House Hunting Trip

* Mode of Travel: Air

* Departure Date: 18 December, 2017

* I confirm that I have received approval from the CAF for this trip.

* Requested Amount: \$8,000.00

Comments: hotel,meals,car rental, parking

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Expense Category	Funding	Estimate
Vehicle		
Driver's License Plates/Fees	Core	\$50.00
Travel to PMV Depot	Core	\$50.00
Vehicle Registration	Core	\$125.00
Vehicle Safety Certificates	Core	\$125.00
Travel to New Location		
Lodging - Commercial	Core	\$3,300.00
Meals	Core	\$5,121.00
Transportation - PMV Mileage	Core	\$2,761.00
Miscellaneous Allowance	Core	\$368.71

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Change Category Cancel Save Submit

View the Total Estimate. View your ReloCard Load History

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What is a receipt?

A receipt is provided as proof of payment of an expense incurred. For any authorized expenses, you will be required to submit receipts. A receipt should include the following information: Name of the person/organization that provided the service, date the service was provided, address of the CAF member (if applicable), signature, phone number/sin number of the service provider (if applicable), and amount paid.

How do I upload a receipt?

Step 1: On the MSW, under “Move Planner” select “Finances”.

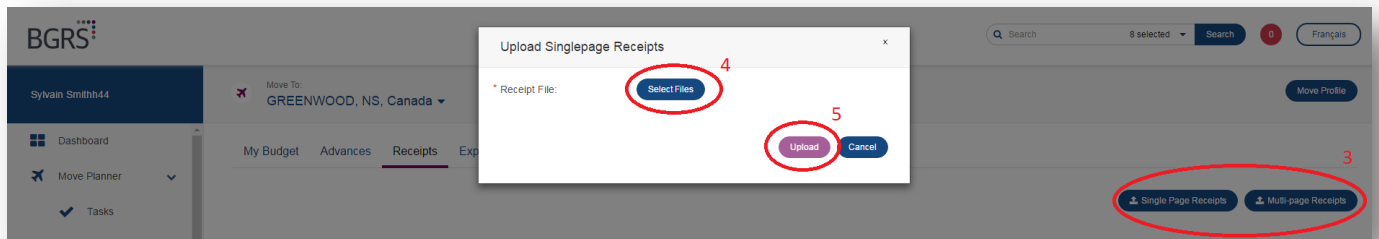
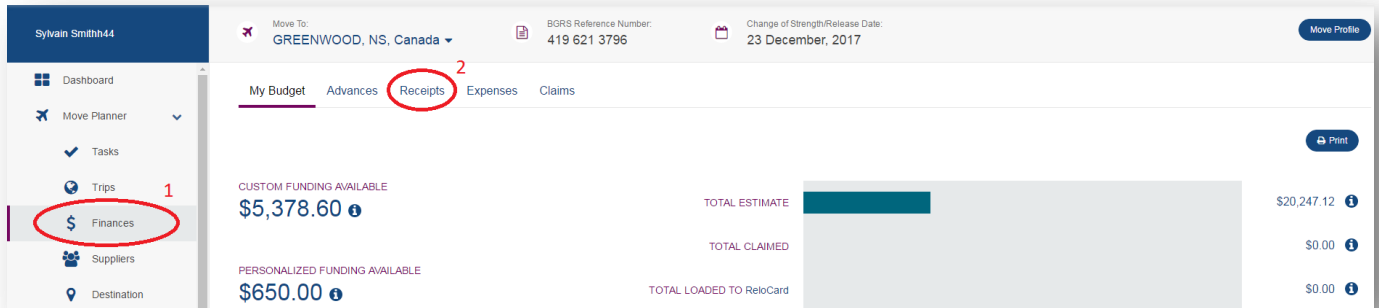
Step 2: From the top menu, select “Receipts”.

Step 3: Select either “Single Page Receipts” or “Multi-page Receipts”.

Step 4: Upload your receipt by selecting “Select Files”. Note: The file format must be JPG, PNG or PDF.

Step 5: Select “Upload” once finished.

Note: You also have the option to upload your receipts via the mobile app.



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What is an expense?

An expense is the amount of money paid for services or allowances related to your relocation. Once you have incurred an expense, you may track the amount through your MSW. As well, you will assign a receipt to an expense in order to provide proof of the amount incurred. This can also be completed using your mobile app.

How do I create an expense?

Step 1: On the MSW, under “Move Planner” select “Finances”.

Step 2: From the top menu, select “Expenses”.

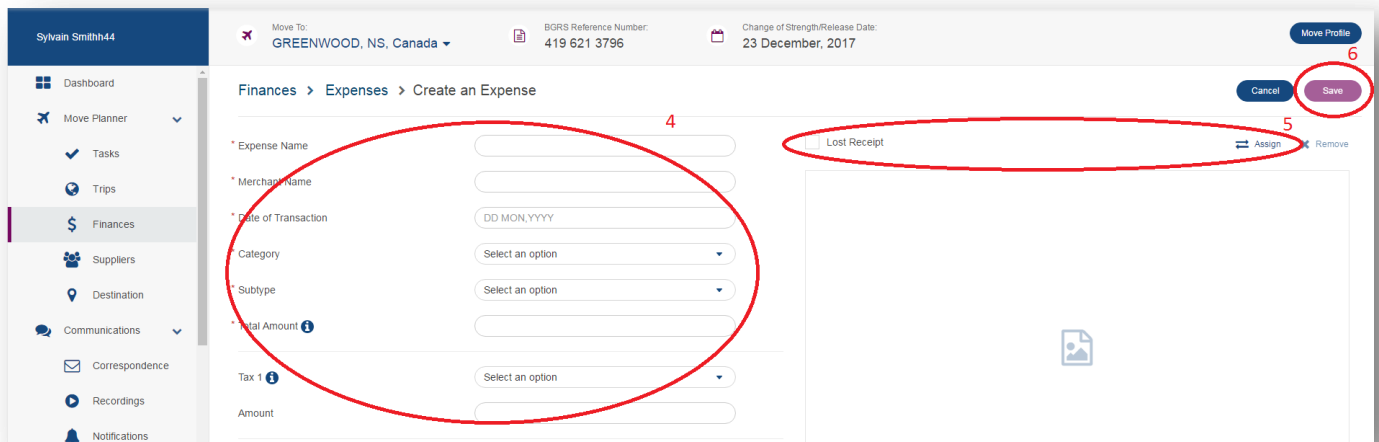
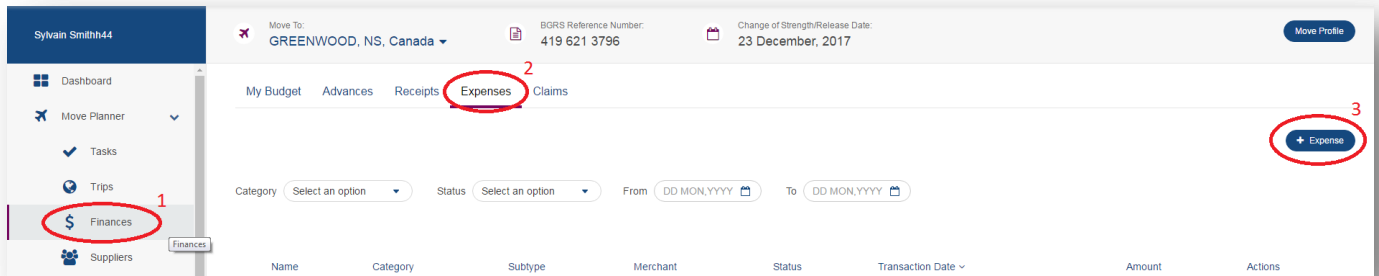
Step 3: Click on “+Expense” to add a new expense.

Step 4: Enter the required information pertaining to the expense.

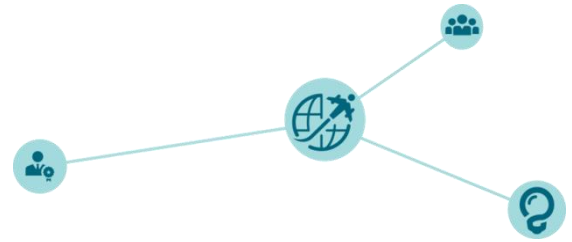
Step 5: Select “Assign” and choose a receipt to attach to the expense or choose “Lost Receipt” if receipt is lost.

Step 6: Save the expense and click on it to review the expense details.

Note: For any expenses you have saved, you have the option to edit, delete or add them to an existing claim. You may also create a claim from the expense details page and add more expenses to it as needed.



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What is a claim?

A claim is a request for reimbursement of expenses in accordance with the Relocation Directive. All claims are to be submitted through the MSW or through your mobile app.

Claims can be submitted throughout the steps of your relocation. For example, once you have finished your House Hunting Trip (HHT), you will submit a claim for all expenses incurred during your HHT. You can review all claim categories to understand the types of claims you may make.

How do I submit a claim?

Step 1: On the MSW, under “Move Planner” select “Finances”.

Step 2: From the top menu select “Claims”.

Step 3: Click on “+Claim” to create new claim.

Step 4: Fill out the required information.

Step 5: Click on “+Expense” to add an expense.

Step 6: Select the appropriate expenses for the claim.

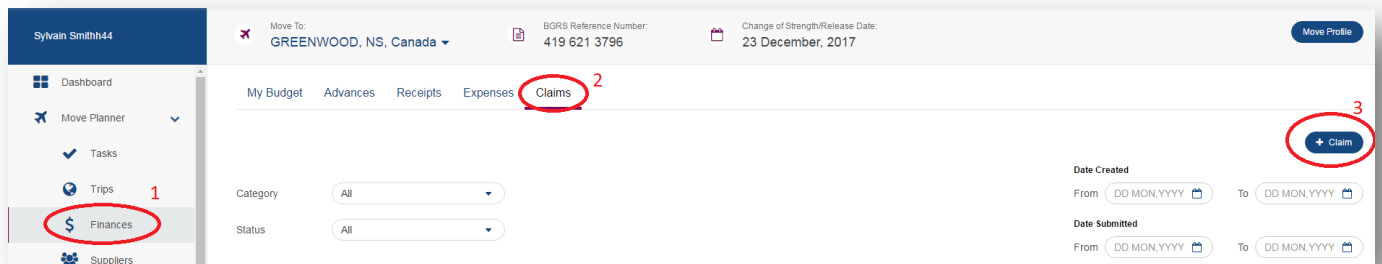
Step 7: Click on submit.

Step 8: Click on Save. Note: The claim will be in “Draft” status.

Step 9: Once all appropriate expenses and receipts have been added to the claim, click on the “Name” of the claim.

Step 10: Submit the entire claim.

- Once a claim has been submitted to BGRS, the claim will be reviewed to ensure all appropriate expenses and receipts align with your entitlements and advance requests.



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Sylvain Smith44

Move To: GREENWOOD, NS, Canada | BGRS Reference Number: 419 621 3796 | Change of Strength/Release Date: 23 December, 2017

Finances > Claims > Create Claim

Claim Name: (4)

Category: Select an option

EXPENSES

+ Expense (5)

Name	Subtype	Merchant	Amount	Actions
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BGRS

Sylvain Smith44

Move To: GREENWOOD, NS, Canada

Finances > Claims

Travel Distance:

TOTAL:

EXPENSES

Add Expense

Name	Subtype	Merchant	Amount
<input checked="" type="checkbox"/> Rental Car (6)	Transportation - Car Rental	Hertz	\$250.00
<input checked="" type="checkbox"/> HHT	Lodging - Commercial	Holiday Inn	\$300.00
Total			\$550.00

Cancel Submit (7)

Cancel Save (8) Submit

Sylvain Smith44

Move To: GREENWOOD, NS, Canada | BGRS Reference Number: 419 621 3796 | Change of Strength/Release Date: 23 December, 2017

My Budget Advances Receipts Expenses Claims

Category: All

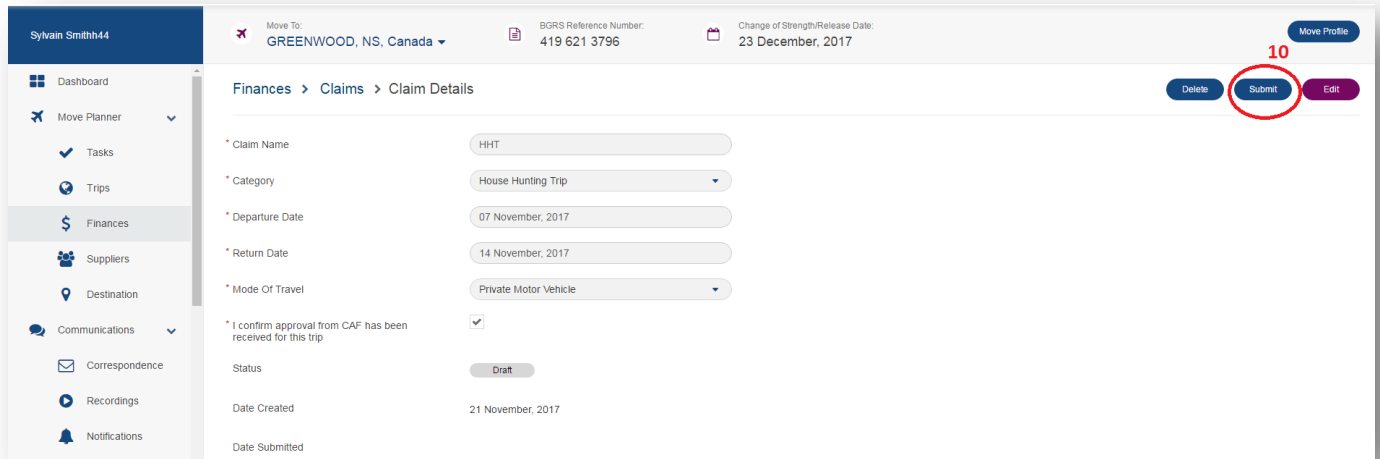
Status: All

Date Created: From DD MON,YYYY To DD MON,YYYY

Date Submitted: From DD MON,YYYY To DD MON,YYYY

+ Claim

Name (9)	Category	Status	Date Created	Date Submitted	Amount	Actions
HHT	House Hunting Trip	Draft	21 November, 2017		\$2,095.10	🗑️ >



Putting It All Together

The ReloCard and your MSW are important tools for your relocation. Throughout your relocation, you are encouraged to keep track of all expenses incurred, request advances, use your ReloCard so you will not be out of pocket, and upload receipts to your MSW.

The general steps related to your expenses include the following:

- Review the “Finance” tab on your MSW and the “My Budget” tab to understand your funding and expenses related to your move. Information entered on your PRA should be kept up to date to ensure the most reliable information is generated on your MSW.
- Prior to incurring an expense, request an advance of funds from BGRS. Accepted advance requests will result in the appropriate funds being loaded onto your ReloCard.
- Use your ReloCard to pay for expenses and keep necessary receipts.
- Upload receipts to the MSW. This may be done by scanning receipts to your computer or taking a photo of the receipt using your cellular phone.
- Add expenses on your MSW and enter relevant and required information related to the expense.
- Link the expense with the appropriate uploaded receipt.
- Create a claim by adding groups of related expenses to a certain claim category.
- Continue the above process as you move throughout the relocation process and incur related expenses.