



ReloFact: Receipts

This ReloFact explains how the CAF defines a receipt when how to submit receipts to BGRS. For additional information, please refer to articles 1.4 and 2.9.04 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

How are receipts defined in the Relocation Directive?

For the most part, receipts are required for reimbursement of relocation expenses. Receipts are not required when claiming allowances such as but not limited to: meals, the kilometric rate, the non-commercial rate, incidentals and miscellaneous expenses.

According to the Relocation Directive, all receipts must include the following information:

- Name of person or organization that provided the service;
- Date the service was rendered (period covered);
- Address of the CAF member;
- Signature of the service provider;
- Social Insurance Number (SIN) of the person providing the service or telephone number of the person providing the service (or telephone number at which they can be reached);
- Amount paid for services rendered; and
- If the receipt is for babysitting, the name(s) of the child(ren) that were babysat.

How do I provide BGRS with receipts?

All receipts are to be uploaded to the online portal by the CAF Member. When you are prepared to submit the corresponding relocation expense, please create an expense claim and attach the appropriate receipt to support the submission.

What happens if I lose a receipt?

When a receipt is unavailable, you are asked to make every reasonable effort to obtain a duplicate from the appropriate service provider. Under extenuating circumstances when receipts have been lost, accidentally destroyed, incomplete or unobtainable, CAF members may submit a personal declaration which explains the events, the reasons and the costs.

You will be asked to complete this personal declaration in the online portal at the time of expense claim submission.