



Employee Name: _____

Employee Number: _____

Amount Eligible \$ _____ (_____ dollars)

Funds will be deposited into the bank account on file with Payroll

The taxable allowance is available to employees who are relocating their primary residence to a distance that is at least 40 km (by the shortest usual public route) closer to the VIU work location. The allowance is based on the following:

- Employee relocates from a region within British Columbia the allowance is \$2,500
- Employee relocates from regions within North America (outside of BC) the allowance is \$5,000
- Employee relocates from a region world-wide, (outside of North America) allowable is \$10,000

EMPLOYEE:

AUTHORIZED BY:

Signature

Director of Human Resources

Date: _____

Date: _____

\$ _____

Payroll Use Only