

POLICY AND PROCEDURES MANUAL

9.1.2 PRESIDENT'S RELOCATION ALLOWANCE

Policy

To provide information regarding the relocation allowance available to the President.

Procedure

BCNU may offer to any President elect whose residence is located outside of a reasonable commuting distance to the Provincial Office certain allowances and reimbursements for reasonable relocation expenses associated with:

1. Moving into the lower mainland at the commencement of their term, and
2. Returning to their original or former residence at the completion of their term.

If the President elect relocates their principal residence to the lower mainland, the following expenses may be reimbursed at both the commencement and completion of their term:

1. **Initial Trip to Seek New Accommodations:** Reimbursement of meals and accommodations for up to five (5) days, plus return economy airfare, for President and spouse.
2. **Relocation:** Reimbursement of economy airfare for President, spouse and Dependents, plus up to seven (7) days interim accommodations and meals.
3. **Moving of Household Effects and Chattels:** Reimbursement of the cost of moving household effects and chattels using a commercial moving company, including the following:
 - (a) Packing, crating, mailing, shipping of household goods,
 - (b) Household insurance while moving,
 - (c) Rental moving truck or van,
 - (d) In-transit storage for a maximum of two months, and
 - (e) Shipment of one car.
4. In order to qualify for any given allowance or reimbursement from the list above, the following criteria must be met:
 - (a) Three quotes must be obtained, and the lowest quote must be accepted unless adequate justification can be made for selecting a higher quote.
 - (b) The President and Human Resources Committee must sign a relocation and moving expenses agreement in advance of the President incurring any such expenses. The agreement must address all reimbursable expenses, including those discussed above. Any reasonable expenses above and beyond those discussed above are negotiable. The final version of this agreement requires approval by Council.
 - (c) In all cases, the most cost-effective method must be used, as determined by the Finance Committee.
 - (d) Expenses must be supported by official receipts (where applicable) and submitted to the Provincial Treasurer, no later than sixty (60) days subsequent to the completion of the move.
5. If the President elect does not relocate their principal residence to the lower mainland, the following expenses may be reimbursed throughout their term:

POLICY AND PROCEDURES MANUAL

- (a) **Housing Allowance:** While maintaining their principal residence, the President shall be assigned to a furnished BCNU condominium as a secondary residence throughout their term. If the BCNU condominium is not suitable as such, a monthly housing allowance of up to \$2,500.00 may instead be claimed for reimbursement. Suitability is to be mutually determined by the Human Resources Committee and the President.

Policy Footnotes

Section	9 Finance
Sub-section	9.1 Council Compensation
Policy Number	9.1.2
Council Approved	25-10-11
Council Revised	03-03-21
Further reading	