



House Hunting Claim Form

Please refer to the policy on Moving/Travel Allowances.

[Please click here to access the Moving and Travel Policy](#)

The University shall contribution towards the cost of one advanced visit by the new faculty/staff member and/or spouse for the purpose of securing suitable housing near the campus they will be working at. (Thunder Bay or Orillia Campus)

Please complete the expense report below.

Appointee Name			
House Hunting Travel Start Date		End Date	
Traveling with your spouse?	Yes		No
Spouse name (if applicable)			

Item	Amount Claimed
Transportation related costs (lesser of actual expenses incurred by the new appointee and/or spouse for transportation expenses to and from his/her place of residence to the campus or cost of return economy airfare to a maximum of \$1541.38 as of April, 2021)	
Expenses incurred by appointee including meals and accommodation (Maximum \$100.00 per day for a period not to exceed three days or \$300.00)	
Car rental expenses for up to three days to a maximum of \$250.00 including insurance or gasoline	
Total Amount Claimed	

Notes – Please provide any relevant notes regarding your travel

HUMAN RESOURCES USE ONLY	
Total Approved	
Notes:	

Once completed please send by email to Human Resources with scanned original receipts. **All expenses are subject to approval.**