

Part:	Financial Management and Administration	Number:	4310
Section:	Treasury Board's General Management Policies	Date:	2021-04-08
Subsection:	Allowances, Benefits and Other Employee-related Expenses	Page:	1 of 3
Policy:	Relocation Expenses		

Relocation Expenses

Objective		<i>The objective is to outline the policy and procedures for the payment of relocation expenses.</i>
Authority		<i>The Financial Administration Act, 1993, clause 5(a), subsection 10(2)</i>
Applicability		This policy applies to ministries.
Background		<p><i>The Public Service Regulations, 1999, section 87 states:</i></p> <p>“The permanent head supervising an employee may allow the employee a relocation allowance in accordance with commission policy.”</p>
Treasury Board Policy	.01	All relocation expenses shall be paid in accordance with the rates and terms established by the Public Service Commission (PSC) and in a manner prescribed by the Provincial Comptroller.
Provincial Comptroller Directives	.02	<p>Refer to the following sections of the Saskatchewan Public Service Commission Human Resource Manual for PSC's rates and terms:</p> <ul style="list-style-type: none"> • PS 706 Relocation Expenses • PS 706-A Return Service Commitment Appendix A; and • PS 706-B Relocation Housing Subsidy Appendix B.
Accountable Advance	.03	Where an accountable advance is granted, in accordance with PS 706, refer to Section 3132 Advances to Individuals for more information.
Relocation Payment with an Advance	.04	<p>Upon receiving all required receipts for an employee who has an accountable advance, the employing ministry shall:</p> <ul style="list-style-type: none"> • compare actual receipts to estimates; and • collect overpayment from employee or remit underpayment to employee.
Relocation Payment without an Advance	.05	<p>Upon receiving all required receipts for an employee who has not received an accountable advance, the employing ministry shall:</p> <ul style="list-style-type: none"> • compute the amount of relocation allowance which the employee is eligible to receive; and

Part:	Financial Management and Administration	Number:	4310
Section:	Treasury Board's General Management Policies	Date:	2021-04-08
Subsection:	Allowances, Benefits and Other Employee-related Expenses	Page:	2 of 3
Policy:	Relocation Expenses		

- remit the relocation allowance to the employee.

Commercial Movers .06 Commercial movers should be selected from a listing of Standing Offers managed by the Ministry of Saskatchewan and Procurement. Existing standing offers are available electronically at <http://www.standingoffers.gov.sk.ca/buyers/index.html>.

Payment of Movers .07 Where a commercial mover is used, the employing ministry is required to send a copy of the moving company's invoice, weigh tickets and signed Bill of Lading to the employee for verification. A Bill of Lading signed by the mover and the employee/appointee at the origin and destination is required as verification of goods received.

The Bill of Lading serves as:

- a receipt issued and signed by the mover that the listed goods are in their possession and ready for shipment; and
- a contract between the mover and employee/appointee for the transport of household goods to a stated destination.

.08 The employing ministry verifies the following information on the invoice:

- the reasonability of travel distances;
- the weight of the items shipped by reviewing the weigh scale ticket; and
- the transportation and other charges rates to ensure the rates used agree to the rates listed in the Standing Offer Agreement.

.09 After resolving any discrepancies with the moving company, the employing ministry pays the invoice and retains supporting documentation including a signed bill of lading, the original mover's invoice and weigh scale tickets.

Rented or Owned Truck .10 When a rented or owned truck is used in accordance with PS 706, the employee submits a cost estimate to the employing ministry for packing and/or crating, loading, transporting (via rented truck), unloading and unpacking of the employee's primary household effects to the new location.

Part:	Financial Management and Administration	Number:	4310
Section:	Treasury Board's General Management Policies	Date:	2021-04-08
Subsection:	Allowances, Benefits and Other Employee-related Expenses	Page:	3 of 3
Policy:	Relocation Expenses		

References

- [3101 GRF Payment Responsibilities](#)
- [3110 Petty Cash and Cash Register Floats](#)
- [3132 Advances to Individuals](#)
- [3134 Travel Cards](#)
- [3136 Travel Expense Claims](#)
- [3156 Taxes on Goods and Services](#)
- [4125 Insurance](#)

[Saskatchewan Public Service Commission Human Resource Manual, PS 706](#)

[The Collective Bargaining Agreement between The Government of Saskatchewan and Saskatchewan Government and General Employees' Union](#)

[The Union Management Agreement between The Government of Saskatchewan and The Canadian Union of Public Employees, Local 600-3](#)

[*The Public Service Regulations, 1999*](#)

[Standing Offers Listing](#)