



# EMPLOYEE MOVE AUTHORIZATION

Please type or print clearly

## PART 1 – INSTRUCTIONS

Read instructions before completing this form.

- Complete Employee Move Authorization (FIN 191) to initiate move. Incomplete forms will be returned immediately to the originator.
- Ensure the form is signed by an expense authority who checks your ministry's account coding, funding availability, and compliance to BCPSA relocation policy.
- Send FIN 191, along with any special instructions or moving considerations (i.e., urgency), to the BC Moving Agent, at the email or mailing address above.

- The BC Moving Agent will send an estimate to your ministry as soon as it is complete (prior to the move taking place). At this time, your ministry may question any expenses contained in the estimate and must pre-approve any questionable items within 24 hours of receiving the estimate.

**Freedom of Information and Protection of Privacy Act**

The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Financial Administration Act*. Questions about the collection and use of this information can be directed to the Assistant Director, at 250 952-5108, BC Mail Plus, PO Box 9453 Stn Prov Govt, Victoria BC V8W 9V7.

## PART 2 – CONTRACTING MINISTRY

EMPLOYEE NAME				APPOINTMENT STATUS				MAXIMUM COST – if applicable \$			
EMPLOYEE SUPPLIER NUMBER				<input type="checkbox"/> REGULAR UNION	<input type="checkbox"/> NEW HIRE (EXCLUDED)						
EMPLOYEE PRESENT RESIDENCE ADDRESS				EMPLOYEE DESTINATION RESIDENCE ADDRESS – if available							
HOME PHONE NO. ( ) ( )		WORK PHONE NO. ( ) ( )		FAX NO. ( ) ( )		HOME PHONE NO. ( ) ( )		WORK PHONE NO. ( ) ( )		FAX NO. ( ) ( )	
MINISTRY NAME				MINISTRY CONTACT NAME				MINISTRY CONTACT PHONE NO. ( ) ( )			
CLIENT	RESP. CENTRE	SERVICE LINE	STOB	PROJECT	YOUR BC MAIL PLUS CUSTOMER NUMBER						

### EXPENSE AUTHORITY SIGNATURE

CERTIFIED THAT THE AMOUNT TO BE PAID IS CORRECT, IS IN ACCORDANCE WITH THE APPROPRIATE STATUTE OR OTHER AUTHORITY FOR PAYMENT AND/OR CONTRACT, AND WHERE APPLICABLE, THAT THE WORK HAS BEEN PERFORMED. THE GOODS SUPPLIED, THE SERVICE RENDERED AND/OR OTHER CONDITIONS MET.

X

EXPENSE AUTHORITY NAME – type or print

## PART 3 – NON-ADMISSIBLE ITEMS AND SERVICES

**NOTE:** The non-admissible items and services listed below are **not permitted** to be carried by the moving firm at government expense. If you have non-admissible items, please make alternate arrangements. If you have questions, contact Employee Household Relocation Services.

### NON-ADMISSIBLE ITEMS

**Goods that are a hazard to other items in the shipment, such as but not limited to:**

- Household cleansers, bleach, paint, aerosol containers;
- Propane tanks (empty or full), explosives, ammunition;
- Any items that may be, flammable or liable to contaminate, stain or damage other goods.

### Goods that require a higher level of security

- Jewelry, precious stones, stamp collections, coins or currency, bank bills, notes, drafts, deeds, valuable papers of any kind, letters or packets of letters, or household goods of peculiarly inherent or extraordinary value;
- Precious metals, or items manufactured from precious metals.

### Goods that cannot be appropriately cared for in a moving van

- Live plants and perishables including frozen foods and wine;
- Household pets and livestock.

### Items other than household goods

- Building materials such as cement blocks and lumber, patio stones, outdoor barbecues made of brick, cement or stone, portable buildings;
- Goods or equipment related to a home-based business, farm or construction equipment;

- Empty bottles (exclusive of preserving jars);
- Hobby items where the volume exceeds 70 cubic feet (2 cubic meters) or 496 lb (225 kg);
- Boats that require trailers, utility trailers, travel trailers, campers, or aircraft.

**Note: Arrangements for and reimbursement of eligible expenses associated with the permissible movement of personal vehicles, trailers, campers and boats are normally made through your ministry or government funded agency.**

### NON-ADMISSIBLE SERVICES

- Connecting/disconnecting appliances or plumbing and electrical hook-ups; Dismantling and installation of water beds;
- Dismantling and reassembling swing sets, garden and other outdoor household goods;
- Removing or installing valance boxes, curtain rods, picture wall hooks and clocks;
- Installing, removing or cleaning of wall-to-wall carpets;
- Split pick-up or delivery of household goods;
- Fumigation, moth proofing;
- Third Party Servicing of appliances and electronic equipment.

## PART 4 – EMPLOYEE

- Read conditions set out in section 3.
- Be aware of weight limit – maximum 18,000 lbs.
- Excess weight is to be paid or be moved by employee

EMPLOYEE SIGNATURE

X

APPROXIMATE  
DATE OF MOVE

YYYY / MM / DD

DATE  
SIGNED

YYYY / MM / DD