Request for Relocation Advance and Undertaking to Re-Pay

SERVICES DE RELOGEMENT
ROYAL LEPAGE
RELOCATION SERVICES

Transferee's Name: (Please Print)_____

Department: _____ **RLRS File No.:**_____

Request Date: _____ **Date Advance Required:** _____

Expense Advance Requested By: Transferee Co-owner/Spouse

Origin Location:_____

Destination Location: _____

Phone:_____ **FAX:**_____

Reason for requesting expense advance:

_____

Accompanied by: Spouse Children _____
(ages and sex of children)

Expenses to be incurred from:_____ **to:**_____

Please file expense report, returning any unused funds

Approximate Amount of Travel Expense Advance Requested:

Travel	**Hotel**	**Car Rental**	**Meals**	**Other (Use reverse side for details)**
$_____	$_____	$_____	$_____	$_____

$ _____ _____
TOTAL EXPENSE ADVANCE REQUESTED Financial Institution full details for Direct Deposit

Send Cheque to:_____
No. Street City Province Postal Code

As owner/co-owner, I/we hereby undertake to complete a Relocation Expense Report within thirty (30) days of incurring actual expenses, and to submit the completed Relocation Expense Report with supporting documentation to my/our RLRS Relocation Planner. Any monies remaining of the advance, in excess of actual expenses incurred, will be returned, payable to Royal LePage Relocation Services Limited *when submitting the expense report.*

In the event that my transfer/relocation is cancelled, any unused amounts from any and all advances will be returned to RLRS within twenty (20) days. In the event that the unused amounts are not returned to RLRS, I acknowledge that the Department will seek recover action.

I certify that the amounts included in this claim will be incurred for relocation expenses.

_____ _____
Transferee Signature Date

_____ _____
Co-owner/Spouse Signature Date

_____ _____
RLRS Approval Date