|  |  |  |  |
| --- | --- | --- | --- |
| Employee name |  | School/Department/ Section |  |
| Internal address |  | Email address |  |
| Start date |  | Length of appointment |  |
| Job title and grade |  | Full or part-time appointment? |  |
| Address relocated from |  | | |
| Do/did you own  or rent  this property (please tick as appropriate) | | |
| New address |  | | |
| Please tick to confirm this is your main residence | | |
| If this is your first Initial Relocation Claim please ensure that you have also submitted a *Statement of Intention to Relocate* (this can be found as an appendix to the Relocation Policy) | | | |

**Details of Expenditure**

*Please attach receipts and supporting documentation for all expenses claimed.*

*If you are claiming for the use of a removal firm please provide two quotations, one of which must be invoiced and receipted.*

*If you are claiming for temporary accommodation/commuting costs please provide evidence that your existing property is on the market with your first claim for reimbursement; with each subsequent claim please tick here to declare that your property is still on the market.*

*Where costs are incurred in a foreign currency, the amount should be stated in the currency in question. The rate of exchange used will be the appropriate rate in force at the time Human Resources process the claim.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date costs incurred | Details | Amount  £ | Amount  foreign currency |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Sub Total(s) |  |  |

**Details of Expenditure (cont’d from previous page)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Sub Total(s) from previous page |  |  |
| Date costs incurred | Details | Amount  £ | Amount  foreign currency |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total relocation claim | |  |  |
| Total value of any previous claims | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Declaration**  I declare that the expenses claimed are in accordance with the rules and eligibility criteria set out in the University’s Relocation Expenses Policy and that no other claim has been or will be made for this expenditure from the University or any other organisation.  I understand that if I resign before completing 2 years in the service of the University I will be required to repay the grant and expenses in whole or in part as set out in Section 10 of the University’s Relocation Expenses Policy.  I authorise the University to deduct any outstanding amount which is repayable from my final salary if repayment terms have not been agreed in advance of my last day of employment. | | | |
| Signature |  | Date |  |

*The University’s preferred payment method in relation to the reimbursement of relocation expenses is via BACS (Bankers Automated Clearing System). If you wish to be paid by the BACS method please complete your bank details below (your bank details only need to be provided with your first claim):*

|  |  |  |  |
| --- | --- | --- | --- |
| Named Account Holder |  | | |
| Bank Name |  | Bank Branch |  |
| Bank Account Number |  | Sort Code |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Human Resources Use** | | | |
| Authorising signature |  | Total authorised for payment |  |
| Cost code to be charged |  | Date |  |