

## Relocation Allowance Claim Form

Payments will only be made in line with the University's Relocation Policy

Any claim should be made within 2 years of joining the University. Under the current income tax rules a maximum of £8000 (inclusive of VAT) may be paid to an individual for relocation purposes tax free subject to HMRC conditions which are available at:

<http://www.hmrc.gov.uk/guidance/relocation.htm>.

Please complete the form below and return it together with all relevant paperwork, including all original receipts to Human Resources. Your claim will be processed as soon as possible.

<b>Name (in capitals)</b>	
<b>Job Title and School/Department</b>	
<b>Start date</b>	
<b>Address moved from</b>	
<b>Address moved to</b>	
<b>Date of move</b>	

<b>Details of claim (please attach all receipts)</b>	<b>Cost</b>
Cost of preliminary visits	
Removal costs	
Temporary storage costs	
House sale/purchase (legal/estate agent/surveyors fees, stamp duty)	
Temporary accommodation costs	
<b>TOTAL CLAIM</b>	

<b>I understand if I voluntarily leave the University within 3 years I shall be liable to repay all or part of the monies received. This repayment amount will decrease by 1/36 for every full month of service.</b>	
<b>Signature:</b>	
<b>Date:</b>	

<b>To be completed by Human Resources</b>					
Account number to be charged					
Authorised by:					
Signature:					
Print name:					
<b>Once completed send with all receipts to Payroll cc. personal file</b>					